

Bishkek International School

Job Description

Student and Facilities Support Officer

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and happy environment. The school opened in September 2011 and now has over 400 students from age 2 to 18. Fifty percent of our students are foreign citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, offering the Cambridge IGCSE programme in Grades 9-10.

The Student and Facilities Support Officer plays a crucial role in enhancing the overall student experience and maintaining a conducive and clean environment for learning and collaboration. These responsibilities often involve ensuring the safety, well-being, and smooth operation of various aspects of student life within the school premises. The position requires strong interpersonal skills, attention to detail, and the ability to multitask in a dynamic educational setting.

RESPONSIBILITIES

Orientation and Onboarding

1. Assist in the orientation and onboarding of new students, providing them with necessary information and resources, textbooks and stationery.
2. Collaborate with other staff members to create a welcoming and inclusive environment for new and existing students.
3. Overseeing the provision of student lockers and locker keys, addressing locker-related concerns or problems, ensuring students follow the locker rules.
4. Make sure that every student reads and understands the Student Handbook

Playground Duties

1. Supervising students during breaks times, ensuring their safety, and promoting positive interactions among students.
2. Managing the logistics of student pick-up, finding students and ensuring a smooth and safe process for parents collecting their children and coordinating with staff to maintain order and efficiency during pick-up times.

Student Support

1. Provide guidance and assistance to students on various academic and administrative matters.
2. Address student inquiries, concerns, and requests, offering timely and accurate information.
3. Collaborate with teachers to ensure a positive and supportive learning environment for students.

Administrative Tasks

1. Assist in organizing and coordinating student-related events, workshops, and activities.
2. Collaborate with relevant departments to facilitate smooth administrative processes.

Communication

1. Act as a liaison between students and staff to facilitate effective communication.
2. Disseminate relevant information to students regarding academic programs, events, and facility updates.

Problem Resolution

1. Identify and address challenges faced by students and teachers in relation to facilities or administrative processes.
2. Work proactively to find solutions to problems and improve overall student and facilities support services.

Facilities Maintenance

1. Support the coordination and scheduling of facilities, such as classrooms, meeting rooms, and common areas.
2. Liaise with Facilities staff to ensure the cleanliness and functionality of facilities.
3. Address and report facility-related issues to the Facilities staff for resolution.

Compliance

1. Ensure adherence to relevant policies and procedures related to student affairs and facilities maintenance.
2. Stay informed about changes in regulations or guidelines that may impact student services or facilities.

General responsibilities

1. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
2. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
3. Maintain high quality standards in all areas of the school
4. Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

REPORTING

Report to the Head of Administration & Assistant Principals.

Positive cooperation is required with all administration, teaching and technical staff.

TIMING

Part time position. Monday to Friday on school days from 12:00 noon to 17:30.

REQUIREMENTS

Experience of working with children

Fluency in spoken and written English and Russian

Excellent interpersonal, team leadership and membership skills

Able to communicate well with students, staff and parents and to gain their confidence and respect

Desirables

Kyrgyz language skills

Prior experience in an international teaching environment

APPLICATION

- Send your application in English by email to hr@esca.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.