KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

House Coordinator

Job type Full time, fixed term

Start date January 2027

Apply by 10th November 2026

Salary We offer a highly competitive remuneration package which includes:

- Private medical insurance
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children
- Contract renewal incentives (expatriate families only)
- Accommodation, including utility bills and maintenance (expatriate families only)
- Relocation and annual flight allowances (expatriate families only).

Job Summary

The House Coordinator will work with the Houseparent to plan, develop, and implement procedures for the efficient running of the Boarding Houses, enhancing the boarding experience, ensuring students' welfare, health, and pastoral care, and maintaining communication with parents and staff to address any concerns.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

Job Description

At KTJ, we believe that teachers work most effectively within a collaborative and supportive environment that empowers them to reach their full potential. With a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages out-of-the-box thinking.

Key Duties

Responsibilities

- To support the Houseparent in daily house management, ensuring efficiency, structure and effective operation of the house (including the use of online systems).
- To engage and communicate with the Houseparent and house staff regarding the pastoral well-being of students.
- To collaborate with the Houseparent to communicate with parents on domestic, welfare and medical matters, including handling the house phone and addressing leave requests.
- To provide comprehensive pastoral care for boarders through personal interest and support.
- To attend relevant boarding functions, events and meetings.
- To welcome and meet with current and prospective parents and to be prepared to talk about boarding and the house.
- To assist in managing the team of staff associated with the House.
- To advise the Houseparent, the Head of Facilities Management and the Health and Safety Officer on domestic requirements and health and safety concerns.

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- To assist the Houseparent in sensible use of the house budget, making suggestions and looking for ways to make the space more homely.
- To ensure an adequate supply of cleaning and laundry materials, medical items, and other domestic materials, and to ensure safe storage.
- To oversee end-of-term cleaning and holiday preparation, identifying repairs, replacements, and maintenance needs.
- To collaborate with the Health Centre to monitor students' general health and well-being, referring medical matters when in doubt or concern.
- To attend to sick students in the boarding house, or when the Health Centre is at capacity, keeping the Houseparent informed of their progress.
- To support the health centre in efficient administration of medical care, including dispensing medication and accompanying medical visits to clinics or hospitals.
- To support the Houseparent in caring for, supervision and maintaining the cleanliness and presentation of students, coordinating with other staff as necessary.
- To manage laundry and postal procedures within the house, including the outside laundry contractors;
- To ensure awareness and enforcement of School Uniform Rules, overseeing students' clothing standards, and managing laundry logistics;
- To contribute to the induction of new students to the house and of students new to boarding;
- To assist the Houseparent with event and trip planning;
- To assist the Houseparent with transport arrangements for students.

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Duties

- To be present in houses each morning, during break, lunchtime and any period where students are required to return to houses to change (Monday to Friday, 7am - 5pm);
- To perform approximately 27% of the weekly tutor schedule. This typically involves being on duty one or two days each week (Monday - Saturday) and one Sunday in three (slightly different systems in terms of allocation operate in different Houses).
- The tutor duties include being in sole charge of the house on your duty days, supervising prep time, checking rooms regularly throughout the evenings and at bedtimes, reviewing and recording any relevant documentation on Orah and ISAMS.
- Evening patrol duty on two or three evenings a term.

Personal characteristics and skills

- Strong team member, who actively works with others in a trusting and open manner;
- Good communication and listening skills;
- A good understanding of child development and care;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;
- A good degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Preparedness to make decisions in the absence of the Houseparent and inform him/her subsequently;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

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Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the HR Department, via: recruitment@ktj.edu.my.

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