KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

School Driver

Job type Full time, fixed term

Start date Earliest convenience

Apply by 22nd November 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The School Driver is responsible for transporting students and other passengers to help ensure the smooth running of school operations and the safety of those within the KTJ community.

Job Description

At KTJ, we believe 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 progressive thinking.

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

Key Duties

- To drive students, staff and others as directed by the Head of Logistics, ensuring the safety of all passengers and adhering to schedules and timings;
- To undertake dispatch duties, as required by the Head of Logistics, ensuring all items are kept safe and secure and are only delivered to and collected from designated persons;
- To undertake the required safety checks each day, prior to using the vehicle, and to report any maintenance issues in a timely manner;
- To ensure vehicles are re-fuelled, and washed and cleaned to a high standard ready for use;
- To ensure the vehicle is driven in a safe and courteous manner at all times and with a view to maintaining the good reputation of the School;
- To practise defensive driving tactics at all times and to adhere to all laws;
- To follow a planned and approved route, as conditions allow and to report significant deviations from these routes to Head of Logistics as soon as possible after the journey;
- To perform any other reasonable duties, as required.

Personal characteristics and skills

- Excellent skills as a safe and defensive driver;
- Possess excellent knowledge on travelling routes;
- The ability to stay calm under pressure;
- Strong team member;
- Excellent communication skills;
- Enthusiastic, self-motivated and flexible approach to problem solving;
- Ability to take the initiative;
- Excellent customer focus and the ability to work positively with everyone within the school community;
- A genuine interest in young people and their wellbeing;
- 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 Human Resources Department, via: recruitment@ktj.edu.my.

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