



### **Administrative Assistant - Academic Support**

- Job type** Full time, fixed term
- Start date** August 2024
- Apply by** 18 April 2024
- Salary** We offer a highly competitive remuneration package which includes:
- Comprehensive private medical insurance
  - Excellent Employee Provident Fund (EPF) savings contributions
  - School places for staff children

#### **Job Summary**

The Administrative Assistant - Academic Support, plays a pivotal role in facilitating and enhancing student progress across various departments, including examinations, school trips, and music, thereby contributing significantly to the overall academic and personal development of our students.

#### **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.

#### **Key Duties**

##### **Exam Support:**

- To assist the Exams Manager in registering candidates and managing examination entries.
- To act as a liaison with examination boards and award bodies if the Exam Manager is absent.
- To assist in administering internal and external examinations, including creating examination timetables, seating plans, invigilation rotas, and arranging for the supply of materials.
- To manage the study leave lists for students and share them with relevant stakeholders.
- To respond to queries and requests from students, parents, and staff members regarding examinations.



- To provide support to the Exam Manager to ensure that applications for special consideration are submitted and necessary documentation is collected.
- To coordinate access arrangements and ensure all required documentation is in place.
- To invigilate examinations to ensure compliance with examination regulations.
- Performing other administrative tasks as assigned by the Exam Manager.

#### **Trips & Educational Event:**

- To assist the Trips and Educational Visits Coordinator to complete any legal requirements regarding external school trips (Ministry of Education documents).
- To ensure staff complete required documentation for events and trips ahead of deadlines, and, where necessary, guiding them through the process;
- To undertake other administrative tasks as required by the Trips and Educational Visits Coordinator.

#### **Music Department**

- To manage the distribution, collection, and recording of parental contracts for billing of music lessons.
- To input and maintain accurate data for the timetabling of students' lessons with external music teachers.
- To collaborate with the Director of Performing Arts and Accounts Department regarding monthly payments owed to external music teachers.
- To organise timely signing of contracts of service for external music teachers.
- To conduct security checks for external music teachers prior to their engagement and ensure they undergo safeguarding briefing.
- To maintain comprehensive records of contracts, security checks, and safeguarding briefing attendance.
- To fulfill additional administrative duties as directed by the Director of Performing Arts.

#### **Other Duties**

- To perform any other administration tasks deemed reasonable by the Data Manager.

#### **Personal characteristics:**

- High level of personal integrity;
- Possesses a systematic approach to work, with a high level of attention to detail;
- Works effectively and efficiently under pressure and can prioritise across multiple tasks;
- Displays confidence and a strong commitment to delivering professional and exceptional customer service;
- Highly proficient in spoken and written English;
- High degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's ethos and with the values of Kolej Tuanku Ja'afar.



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

## 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 Director of Human Resources, Mr. Ragvinder Singh, via: [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect