



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	IT Support Officer
Reports to:	Head of Information Technology
Collaborates with:	Network Manager, IT Support team, Staff and Students
Responsible to:	-
Oversight:	-
JD update	October 2021

Wellington College International School Bangkok is fast developing itself as a reputation for being one of the truly ground-breaking and innovative schools globally. The school has seen strong growth attracting an enrolment of circa 550 students within four years of opening. To support the continued growth of the school, the IT department is looking for an ambitious IT support Officer who will be given a truly unique opportunity to develop their technical areas and analytical skills, in a dynamic learning environment. The successful candidate will be fully supported with on-the-job training including obtaining professional qualifications as appropriate for the role.

Key role:

We are seeking to appoint an enthusiastic and flexible IT Support specialist to join our existing IT Department, with several years of experience to provide 1st line support to users at the school and assist the IT Support team to deliver a quality service. The successful candidate will have a good knowledge of general hardware and software as well as being highly organised and having excellent communication skills in English, both written and verbal. The ability to work on their own initiative as well as part of the team is essential and experience of working in an IT support role or similar would be an advantage.

This role is ideal for an enthusiastic individual who is looking to continue to develop their IT knowledge, skills, and career opportunities in a supported environment.



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Responsibilities:

- To actively provide support for all School IT services to staff, students, and parents via the IT Helpdesk system, working collaboratively with other IT staff.
- Monitoring and maintaining support calls and prioritising support tickets, including solving problems, troubleshooting hardware/software/ network issues, and delegating support issues to other members of the team where appropriate.
- Responding to user requests and maintaining communication in line with the IT Helpdesk guidelines.
- Answering the IT Support phone to log and resolve queries raised by staff and parents.
- To support all School staff and students in the use of Computer equipment and IT systems providing advice when necessary.
- To undertake maintenance, support, installing and rebuilding, operating systems, ensuring licensing compliance and application software tasks as directed by the Network Manager.
- Supporting Microsoft Technologies such as, Windows 10 and Office 365.
- Dealing with day-to-day administrative tasks such as new staff/ students user accounts, update AD attributes, Microsoft 365 licenses, Software subscriptions both academic and non-academic etc.
- Proactively walking the school campus to check IT equipment and log any faults or damage in the IT Helpdesk and take adequate measures.
- Maintain the Computer Services Inventory and other records when equipment is procured, moved and/or disposed of in line with school's procedures.
- Monitoring stock levels and requesting orders of consumables and spare parts when needed.
- Update and manage the asset management system with direction and approval from the Network Manager and Head of IT.
- To assist other IT Supports staff in providing support where required.
- You will be responsible for providing high quality technical support and advice, escalating to the 2nd line support where necessary.
- Providing out of hours support for scheduled and emergency scenarios.
- To take an active role in various IT projects and deployments as directed by the Head of IT.
- Support the Head of IT in implementation of the School's IT vision and core values.
- Accountable for driving personal continued professional development, in line with the Trust's CPD model and IT requirements.
- Identifying IT service improvements and providing feedback on areas for improvement.
- Follow the departments working practices, standards, and ethos.

Skills & Qualifications

- A higher-level academic IT or equivalent industry qualification or significant demonstrable experience of working in an IT environment as IT Technician or relevant position.



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- Excellent diagnostic and problem-solving skills
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- Strong knowledge of IT software and hardware, including M365 applications
- Excellent telephone manner and communication skills in English, both written and verbal.
- Knowledge and proven skills Apple technologies, Microsoft Windows based operating systems, Microsoft Office desktop applications and Office 365.
- Familiarity with display equipment, such as interactive whiteboards, large TVs, and projectors.
- Experience with PC hardware, setup, configuration, and repair.
- Ability to work capably alone on own initiative as well as collaboratively as part of a team.
- Ability to troubleshoot a wide range of software and hardware related issues with IT systems, both remotely and at the user's desktop.
- Good interpersonal skills in dealing with staff, students, and parents.
- Good IT and organisational abilities.



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Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Data Analyst
Reports to:	Head of Information Technology
Collaborates with:	Staff and Students
Responsible to:	-
Oversight:	-
JD update	May 2022

Wellington College International School Bangkok is fast developing itself as a reputation for being one of the truly ground-breaking and innovative schools globally. The school has seen strong growth attracting an enrolment of circa 550 students within four years of opening. To support the continued growth of the school, the information technology department is looking for an ambitious Data Analyst who will be given a truly unique opportunity to develop their IT database skills focus on Data management, MIS administration and analytical skills, in a dynamic learning environment. The successful candidate will be fully supported with on-the-job training including obtaining professional qualifications as appropriate for the role.

Key role:

We are looking for a highly qualified and experienced Data Analyst with the skills and dispositions to manage the day-to-day data operations of the school.

The successful candidate will have a track record of managing a variety of data systems, including efficiently organising, storing, and analysing data with a focus on data security, integrity, confidentiality, PDPR and Data Protection.

Reporting to the Head of Information Technology. The job holder should be able to work independently and to a high standard ensuring the database is up to date and available to all staff, parents, and pupils.

A great data analyst can understand and manage the flow of data across all school processes including core information, academic reports, and transcripts. The ideal candidate will have a good understanding of SQL, Microsoft Visual Studio and SSRS reporting services.



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Responsibilities:

- Manage the schools Information System (iSAMS).
- Setting up of each academic year on iSAMS. This includes carrying out the annual rollover, Registration, Managing teaching sets, Reporting Cycles, Grade books, Timetable (Import), and Rewards modules.
- Running of database reports as and when required both the in-built reports for both academic and non-academic and using the Microsoft Visual Studio to create custom reports using SSRS.
- Managing and running the pupil tracking and reporting systems as advised by SLT and HoDs at various points during the school academic year. This includes publishing reports on portals.
- Providing advice to staff, Parents and students and dealing with any iSAMS related problems logged on the Helpdesk.
- Work closely with the Head of Information Technology to further integrate the MIS into 3rd party services and Data analysis
- Ensure academic reports and transcripts are published to parents and students in a timely manner.
- Plan and conduct MIS specific training for teaching and non-teaching staff.
- Ensure that the data structures are adequate to the task, including the integrity, consistency, and coherence of the data themselves; keep the data as up to date as possible; working with the Head of Information Technology to maximise the user experience of MIS; provide direct support to key MIS stakeholders.
- Reporting to the Head of Information Technology but also working with close links to the Pastoral Leadership Team in relation to pupil reporting and tracking periods. The job holder should be able to work independently and to a high standard ensuring the database is up to date and available to all staff, parents, and pupils.
- Provide Application support related to academic and non-academic
- Design and implementation of automated integrations between iSAMS and other ICT systems.

Working with the following environments/ software:

- Microsoft platforms
- Office 365 especially Excel to an advanced level
- iSAMS
- Freshdesk - Helpdesk system
- SOCS
- Seesaw
- Microsoft Visual Studio
- SQL knowledge



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Skills & Qualifications

- Bachelor's Degree in business computer or any related field
- 1-3 years of experience in School Environment
- Strong knowledge in SQL Language / Exceptionally good skill in Microsoft platforms
- Have knowledge or some experiences of BI Tools such as Power BI
- Good logic to analytical and communication skills
- Ability to work capably alone on own initiative as well as collaboratively as part of a team.
- Good interpersonal skills in dealing with staff, students, and parents.
- Good IT and organisational abilities.
- Fluency in written and spoken English.



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Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Accounts Receivable
Reports to:	Deputy Finance Manager
Collaborates with:	All staff
Responsible to:	-
Oversight:	-
JD update	June 2022

Wellington College Bangkok is a top-tier international school with a famous pedigree and a holistic approach to education.

It is the newest addition to the Wellington College family of international schools with the Junior School opening in 2018 under founding Master, Chris Nicholls, and the impressive new Senior School located on the same site, scheduled to open officially in January 2022.

The School currently has 450 boys and girls from the age of 2 to 13 but will grow organically to around 1000 students aged 2 to 18 years, by 2025, and eventually to a steady state of 1,600.

At this exciting stage in the School's development, the Board of Governors is looking for an exceptional Director of Admissions and Marketing with previous relevant experience in a British and/or International educational establishment.

This new position will report to both the Master and the Bursar, be part of the School's Executive Support Team and will line manage the Head of Marketing, Head of Community Engagement, and the Admissions Manager.

The successful candidate will be highly strategic with excellent leadership and relationship-building skills. He or she should have a proven track record of running successful marketing campaigns within an educational context and a deep understanding of admissions processes and systems and the parent journey experience. Excellent communication skills and an exceptional command of the English language are essential, both verbally and written.

Most importantly it is fundamental that the Director of Admissions and Marketing appreciates and identifies with the School's unique ethos and values.



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Responsibility

- Create and issue Invoices and Receipts.
- Create and issue Credit note.
- Ensure accuracy and completeness of billing and filing document.
- Prepare bank reconciliation by monthly.
- Prepare amortization and recognize revenue by monthly.
- Perform reconciliation for Account Receivable, Security Deposit, Deferred Revenue, and other relevant accounts.
- Maintain up to date Debtor report by weekly.
- Monitor and follow up collection for long outstanding account receivable.
- Prepare report and reconcile Output VAT to agree with GL by monthly.
- Maintain the operating effectiveness of Revenue and Receivable controls to comply with the management policy.
- Prepare the list of incomes for Cash Flow report by monthly.
- Develop and improve the payment processes of company.
- Ensuring the correct supporting documentation is available for audits.
- Contact to parent as needed to explain the detail of Invoice and ensure payment of outstanding invoice.

Requirement

- Bachelor's degree in accounting.
- Work experience at least 5 years, in international schools is advantage.
- Good command of English is advantage.
- Knowledge of Express System is advantage.
- Detail-oriented and high responsible.
- Good attitude and service mind.



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Job Description

Wellington College International School Bangkok ('WCIB')

Position:	AP Accountant
Reports to:	Deputy Finance Manager
Collaborates with:	All staff
Responsible to:	-
Oversight:	Accounts Payable Officer
JD update	June 2022

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Responsibility

- Reviewing and verifying all vendor invoices.
- Sorting, coding and matching invoices before setting them up for payment.
- Preparation and processing of payments to pay by checks and electronic transfers.
- Preparation and process the Oversea Transfer.
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Keeping track of all payments and expenditures, including purchase orders, invoices, statements, etc.
- Prepare and monitor all Expenses accrual
- Prepare and monitor Prepaid Expense Report.
- Prepare inventory reconciliation and investigate the different between GL and Stockcards (POS report)
- Reconcile the Account Payable to agree with the Trial Balance in the System.
- Preparing analyses of accounts under responsibility and producing monthly reports.
- Verify and submission of taxes, such as PND3, PND53, PND 54, PP36, VAT, CIT, etc.
- Maintain the operating effectiveness of Payable and Payment controls to comply with the management policy
- Prepare the Housing Deposit Report.
- Handle for Bank Reconciliation for all accounts.
- Maintaining historical records.
- Preparation the list of payments for the Cash Flow report by monthly.
- Develop and improve the payment processes of company.
- Ensuring the correct supporting documentation is available for audits.

Requirement

- Bachelor's degree in Accounting.
- Work experience at least 5 years, in international schools is advantage
- Good command of English is advantage.
- Knowledge of Express System is advantage.
- Detail-oriented and high responsible.
- Good attitude and service mind