

## SENIOR ADMINISTRATIVE OFFICER / ADMINISTRATIVE OFFICER OF MALVERN COLLEGE PRE-SCHOOL HONG KONG

Date: Apply by Sunday 30 April 2017

Location: Hong Kong

Contract type: Full Time

Contract term: Permanent

**Malvern College Pre-school Hong Kong** is seeking an experienced administrative professional to support the administration functions in the school.

### BACKGROUND

Malvern College Pre-School Hong Kong will be the newest member of the Malvern College Family of Schools that are now operating in the UK, Mainland China, Egypt, and Hong Kong, with future locations being considered in other parts of Asia.

Malvern College has more than 150 years of history and is regarded as one of the best independent schools in the UK. Malvern College is closely associated with The Downs Malvern, which caters for Early Years, Pre-Prep and Prep. The College has been a forerunner in innovative education, from pioneering Nuffield Physics in the 1960s to being one of the first schools in the UK to adopt the International Baccalaureate Diploma Programme in the 1990s. The broad curriculum offered at Malvern College, complemented by an extensive sporting, musical, artistic and dramatic co-curriculum and under-pinned by a strong emphasis on pastoral care, encourages individuals to maximise their potential.

Malvern College Pre-School Hong Kong opens in September 2017 and will be offering the Early Years Foundation Stage (EYFS) curriculum, inspired by the Reggio Emilia approach. At Malvern College Pre-School Hong Kong, we seek to develop in children a love of learning and recognize that each child is a unique individual. The Pre-School operates places for 180 students both in half-day and full-day programmes and ranging from Pre-Nursery (2-3 years), Kindergarten 1 (3-4 years) and Kindergarten 2 (4-5 years). English will be the medium of instruction, with Mandarin being taught as a compulsory subject.

Our Pre-School is located within the Kowloon area of Hong Kong. We also envision being the first **Forest School** in Hong Kong that will cultivate a love of nature, teamwork, and character development in the Early Years.

To find out more about the Malvern College Family of Schools visit [www.malverncollege.org.hk](http://www.malverncollege.org.hk) or [www.malverncollege.org.uk](http://www.malverncollege.org.uk).

|

## The Role

The Senior Administrative Officer reports to the Principal of Malvern College Pre-School. The role involves handling independently day-to-day parents interactions, supporting events and marketing activities, accounts receivable and payable processing, supporting frontline operation at reception, and general administrative support for the school.

At Malvern College Pre-School, we seek to employ highly professional administrative staff with the ability and commitment to enhance the contribution of the administrative staff to the School's strong reputation. The post is offered with a competitive compensation package, including medical insurance.

## Professional Requirements

- Minimum 3 years of experience in administrative roles in a pre-school, kindergarten, nursery, child-care centre or playgroup
- Strong interpersonal and communication skills for dealing with parents and students
- Detail-minded and highly reliable in delivering quality, error-free work
- Excellent planning, organizational and ICT skills
- Personal warmth, emotional intelligence, responsiveness, diplomacy and discretion in dealing with a range of people and personalities
- High level of fluency in English and proficiency in Mandarin
- Candidate with less experience will be considered as **Administrative Officer**

## How To Apply

The closing date for application is **Sunday 30 April 2017**. Interested applicants are strongly encouraged to submit applications as soon as possible.

Please send a letter of application, a full CV with your current and expected salary addressed to the Human Resources Department, Malvern College Pre-School Hong Kong. Personal data provided by job applicants will be treated in strict confidence and used strictly for recruitment purposes only. Please note that only shortlisted candidates will be interviewed. Please email all documents to the **HR department at [hr@malverncollege.org.hk](mailto:hr@malverncollege.org.hk)**.

Shortlisted candidates will be expected to give proof of identify and qualifications before interviews take place. The final employment will be subject to pre-employment and child protection checks.