



**INTERNATIONAL
CHRISTIAN
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

ADMINISTRATIVE COORDINATOR (KINDERGARTEN)

As the **Administrative Coordinator of Kindergarten** at International Christian School in Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will value your executive support to the daily operations of the Kindergarten located in Ma On Shan, New Territories.

[APPLY ONLINE >](#)

WHAT YOU WILL DO

- Provide executive support to the Assistant Principal - Kindergarten including but not limited to scheduling and coordinating activities, such as student enrollment, teacher's timetable maintenance, policies update with the Education Bureau, etc.
- Assist in overseeing students' entrance and dismissals, and maintaining attendance records
- Assist in the organization and upkeep of the library, and school administrative duties, such as coordination for substitute placement, purchase and ordering of educational and art resources.
- Provide administrative and logistical support to kindergarten faculty
- Work closely with other cross-campus school departments (e.g. Finance, IT and Facilities Management)
- Work closely with and provide administrative support to Parents Association, Parent-Teacher Conference, etc.
- Create and maintain a child-safe and welcoming office environment. Provide support to stakeholders who come to the office for assistance.

WE'RE LOOKING FOR SOMEONE WITH

- Higher diploma or above in any discipline
- Previous secretarial and administrative experience. Experience working in a school office and those who supported expatriate management in an international school setting is preferred.

- Excellent bilingual proficiency, including basic Mandarin.
- Excellent PC skills and interpersonal and communication skills with a warm demeanor.
- Creative, a problem solver and resourceful. Ability to think critically, strategically and exercise good judgment.
- People-oriented with a can-do attitude.
- Ability to work under pressure and tight deadlines.

WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.

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ABOUT ICS

ICS is a Christ-centered K-12 school dedicated to the spiritual formation and academic excellence of our 1,100 students. As one of Hong Kong's premiere college preparatories, we offer a classical US Liberal Arts curriculum encouraging a love of truth, beauty and goodness. Students are formed as **'Oaks of Righteousness'** to serve God and neighbor in their generation.