

The British School Manila is seeking candidates who wish to apply for the following position which is available from August 2019.

Careers and Higher Education Adviser

The holder of this position will be responsible for the careers education and university guidance for Years 9-13, including International Baccalaureate (IB) students. The successful candidate will be working alongside both expatriate and local staff within a friendly and supportive environment that offers excellent professional development opportunities. Our current Careers and Higher Education Adviser is taking up an exciting position in a top-tier international school in Asia after six years with BSM.

- Conducting student interviews to identify their strengths and weakness and enable them to realise their College and career goals.
- Managing our university application processes with a high level of technical knowledge and accuracy.
- Further developing our extensive network of contacts with universities and colleges, arranging for visits and fairs and researching available scholarships.
- Working with parents to ensure careers and college applications are conducted with openness and in a spirit of partnership.
- Ensuring that students have work experience programmes that are appropriate to their interests and talents.
- Supporting teachers with Personal, Social and Health Education when it relates to Careers & Higher Education.
- Investing on your own professional development and that of others to make sure that the School is aware of current trends in college applications and admissions.

Qualifications:

1. Bachelor's degree holder.
2. Experience as a Careers and Higher Education Advisor in a Senior School / High School context.
3. Work experience in a multicultural environment is an advantage.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications. We expect that the successful candidate will receive a monthly salary in the range of PhP70,000-PhP100,000, dependent upon qualifications and experience.

Application:

Please submit your application letter and resume to:

Leo Carlo Sarion
Human Resources Officer
Email Address: csarion@britishschoolmanila.org
Website www.britishschoolmanila.org

Closing date of application is Monday, 3 December 2018. We will respond to shortlisted applicants only and we reserve the right to assess and appoint candidates in advance of the closing date.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are an accredited member of the Council of International Schools and a member of the Federation of British International Schools in Asia (FOBISIA). The School has an excellent record of placing students at top Universities and Colleges; the majority of our graduates attend institutions in the USA, UK, Canada, Australia and the Philippines. The School is also accredited by The Western Association of Schools and Colleges.

At present 940+ students, ages 3-18, are on BSM's roll and 43 nationalities are represented. British children make up 28%, Filipino 22%, Canadian 10%, Australian 10% and American 7% of the total population.