

The British School Manila has a requirement for a prospective member of the support staff who will take the position in **March/April 2018**.

## **After-School Activities (ASA) Assistant**

The holder of this position will provide administrative support to After-School Activities (ASA) and Physical Education (PE) programmes. Specifically, the ASA Administrative Assistant:

1. Provides support in the management and organisation of ASA's, events, competitions, galas and other related activities.
2. Assists PE teachers by preparing relevant resources and completing required tasks.
3. Helps develop and improve ASA's administrative systems to increase efficiency and output.

### **Qualifications:**

1. Holder of a relevant degree in Physical Education or Sports Science with above-average academic record from reputable universities.
2. Proficient in Google systems, MS office, databases and standard office equipment.
3. Diligent, systematic and an effective team player.
4. Has strong English communication and interpersonal skills.
5. Work experience in a multi-cultural environment is an advantage.

### **Remuneration:**

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

### **Application:**

Submit your application letter and resume to:

#### **Leo Carlo Sarion**

Human Resources Officer

Email Address: [csarion@britishschoolmanila.org](mailto:csarion@britishschoolmanila.org)

Website [www.britishschoolmanila.org](http://www.britishschoolmanila.org)

**Closing date for the receipt of application is on 28<sup>th</sup> February 2018.**

**We will respond to shortlisted applicants only.**