



德 DEUTSCH-SCHWEIZERISCHE
理 INTERNATIONALE SCHULE
德 GERMAN SWISS
國 INTERNATIONAL SCHOOL
際 學校

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 200 faculty and staff providing quality, holistic education to a multinational student body of approximately 1300 students. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced and qualified candidates for the following position.

OPERATIONS AND PROGRAMME COORDINATOR

(Working hours: 8.00 am – 4.30 pm, Mondays to Fridays)

The successful candidate will provide essential support in coordinating and supporting all after-school activities for students that take place after the end of school during the week as well as during School holidays, such as Summer, Winter and/or Easter Holidays at both Peak and Pok Fu Lam campus.

The Operations and Programme Coordinator will also play a vital role in ensuring the seamless delivery of the school's food services. This position serves as the primary administrative bridge between our catering provider, school management, and the parent community.

Beyond the above, the Operations and Programme Coordinator will also support the broader Student Services team in assisting with other project related administrative tasks and ensuring all campus activities align with the school's high standards of safety and operational excellence.

DUTIES

EXTRA-CURRICULAR ACTIVITIES (ECA)/AFTER-SCHOOL ACTIVITIES (AA)/SCHOOL CAMPS

- Assisting with the organization of the after-school activities programme as well as holiday camps in cooperation with the Operations and Programme Manager and Kindergarten as well as, Primary Management
- Administration of all after-school activities and implement standard procedures
- Assisting with the booking system and ensuring up to date information, maintaining database
- Coordination and administrative handling of all sport tournaments/friendlies and Sport ECA related matters and camps
- Support the teachers in administrative arrangements for internal and external fixtures, tournaments, competitions, and external facility booking
- Handling communication with parents and coaches regarding any after-school activities programme
- Keeping track of and update google calendar/s related to the respective duties
- Creating reports and lists as requested
- Liaise with the site / facility manager about activity location
- Liaise with school transport service for any transport required by an off-campus activity
- Maintaining current participant lists daily to include absences and other changes to student's individual schedule for both AA/ECAs and inform all relevant parties
- Maintaining risk assessments and child safeguarding records of external service providers

OPERATIONS & STUDENT SERVICES

- Responsible for catering-related administrative tasks, including conducting regular monthly menu reviews to ensure nutritional standards and student satisfaction
- Maintaining accurate records of on-site catering personnel
- Handling communication with parents regarding lunch sign-ups
- Assisting with administrative tasks related to the catering for the annual GSIS Christmas Bazaar

SUPPORTING ROLE DUTIES INCLUDE THE FOLLOWING, IF REQUIRED:

- Assist with other administrative duties as required or assigned by the Line Manager

REQUIREMENTS

- Diploma or Bachelor degree holder;
- At least 2-years' experience in an administrative role;
- An analytical, problem-solving personality with the ability to negotiate and build relationships with external parties;
- Experience with data entry, database management, and reporting and compliance;
- Fluent English language speaker with sound written and oral communication skills; German and Cantonese language skills would be desirable;
- Team spirit, self-motivated and proactive working style; familiar to work in a multicultural environment,
- Experience working in a travel management and/or school environment would be desired.

WHAT WE OFFER

GSIS offers medical health insurance, annual leave, in-house cafeteria and 13th month salary payment. Subsidized staff bus transportation is provided between Central and Peak Campus, subject to availability.

How to apply

If you are interested in joining our team, please submit your resume to us via the GSIS online recruitment portal (<https://www.gsis.edu.hk/en/about-us/careers/job-openings>).

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/en/>.

Applicants not invited for interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard.