

Shrewsbury International School

Employment Opportunity

Job Specification – **Director of International and Alumni Relations**

Posting Date: Wednesday 7th July 2010
Closing Date: Monday 2nd August
Position Title: Director of International & Alumni Relations
Department: Marketing
Salary: Shrewsbury International School salary scale applies.
Benefits: Benefits include:

- Two-year Employment Agreement;
- Medical insurance with BUPA;
- Generous support for personal professional development.

Position Summary: The Director of International Relations:

- is responsible to the Board of Governors and the Principal and works closely with academic and marketing staff to achieve the goals stated in the marketing vision of the school which refer to international and alumni relations.
- is responsible for all aspects of admissions into the school of students from international families in accordance with targets set in the annual marketing strategy document;
- is responsible for active outreach and promotion of Shrewsbury in both Thailand and the South-East Asia region;
- will conduct site tours of the school – and train team members to do the same – for international families in a courteous, knowledgeable and professional manner;
- will continue to develop excellent relations with international feeder schools and nurseries;
- will oversee and develop the network of alumni of the school;

General: Shrewsbury is one of South-East Asia's outstanding international schools with enrollment of 1,400 students from Early Years to Sixth Form, exceptional examination results and a reputation for excellence in the performing and creative arts, music and sport. The school enjoys a delightful setting on the banks of the Chao Phraya river in the heart of Bangkok. The teaching environments are spacious, fully-equipped and dramatic. The school is readily accessed by road and also has its own boats which provide an easy and quick link to Bangkok's sky-train and the city centre. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a world-class educational partnership.

Candidate Profile: The successful candidate:

- is an excellent team player capable of working closely with the Principal, Vice-Principals and academic staff in line with the Admissions' Policy of the school;
- will be able to develop and implement long-term strategic plans in respect of international and alumni relations;
- is a highly efficient administrator with a reputation for promptness, attention to detail and care;
- is an exceptional leader with proven interpersonal skills;
- is a strong team player with a flexible approach to the demands and hours of the position;
- will be tenacious and determined in tackling goals which refer to international relations set in marketing plans for the school.

Further Details: Full details of the school are available on the website at www.shrewsbury.ac.th and other enquiries (including requests for full Job Descriptions) should be forwarded to The Principal, Mr Stephen Holroyd (smh@shrewsbury.ac.th).