



مدرسة الخور الدولية  
AL KHOR INTERNATIONAL SCHOOL



### **Temporary International Award Assistant**

Al Khor International School is one of the largest international schools in the Middle East with more than 4,000 students. We are owned by Qatargas, the world's largest producers of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

#### **The Role**

- Provide assistance with the organisation and delivery of the International Award Programme in both practical and administrative capacities.
- Work with the IA co-ordinator, group leaders and students on the planning and delivery of the programme at all levels. This will include a commitment to after school and weekend hours.
- To have responsibility for the equipment store, including kit issue, return and maintenance, working with the IA programme leader to plan and budget for depreciation and kit replacement.
- Perform basic clerical and administrative activities, including filing, photocopying, faxing, data entry and retrieval, distribution of mail/ documents and word processing.
- Assist in general secretarial work including generating computer-based draft correspondences as per AKIS standards, if required.

#### **The successful candidate will have:**

- a high level of competency in both written and spoken English and be computer literate
- qualifications in outdoor education and first aid
- good team working skills, accepting and respond to authority and supervision
- excellent interpersonal skills
- a full driving licence.

This is a great opportunity to join an international school that is building on its already successful results, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and CV to [recruitment@akis.sch.qa](mailto:recruitment@akis.sch.qa).

To view all our current vacancies please visit our website: [www.akis.sch.qa](http://www.akis.sch.qa).

The deadline for receipt of applications is **10 February 2018**.  
Only shortlisted candidates will be contacted.