

# ADMIN OFFICER INFORMATION FOR CANDIDATES

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## AN INTRODUCTION TO REIGATE GRAMMAR SCHOOL VIETNAM

This is an outstanding opportunity to join a dynamic school at an exciting time in its development. Reigate Grammar School Vietnam is a not-for-profit international school that blends the best of a traditional British independent school education and Vietnamese values and principles, within the dynamic culture of the city of Hanoi, for pupils aged 3-18.

The school came to being as the result of an international partnership between Reigate Grammar School (one of the leading co-ed independent schools in the UK) and The International School of Vietnam (ISV), becoming the first school in Vietnam to be linked with a UK independent school.

RGS Vietnam caters for children from pre-kindergarten to sixth form and serves both the international and local communities of Hanoi. The school was founded nine years ago by Ms Bich Thuy Mai as the International School of Vietnam (ISV) and in November 2021, following an official signing ceremony at the Vietnamese Embassy in London, ISV was renamed Reigate Grammar School Vietnam and became a member of the RGS family.

With the untiring efforts of our staff, constant support of parents, and the passionate performance of our students, the small beginning continues to grow and have had the opportunity to touch the pinnacles of success. Today RGS Vietnam is a noted academic powerhouse of our city, Hanoi, with over 450 students from 30 nationalities. It's high standards are providing our community with a solid education, as we continue to strive to be the best school that we can be.

“We believe that every Reigatian is on a life-long journey of noble purpose. We will empower each one of them to fulfill their unique potential through a happy, healthy and high-achieving life.”

Reigate Grammar School Vietnam joins a global family, with schools in the UK, China, and the Middle East. All are part of a global Reigatian community.

**“THE MISSION OF THE SCHOOL IS SIMPLE, AND ONE WHICH UNDERPINS EVERYTHING WE DO: WE PROVIDE A SAFE AND ENCOURAGING ENVIRONMENT, WHICH IS INTERNATIONAL IN OUTLOOK, AND IS FOCUSED ON ACHIEVING ACADEMIC SUCCESS.”**

**Mr Bryan Manditchsh, Headmaster of Reigate Grammar School Vietnam**



## REIGATE GRAMMAR SCHOOL (UK)

Reigate Grammar School (RGS-UK) was founded by Alderman Henry Smith in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey, 15 miles south of the City of London.

RGS is the leading co-educational day school in the UK and was awarded School of the Year by the Tatler in 2020-21. In 2019 it received the prestigious UK Independent School of the Year award for Wellbeing and Pastoral Care. This year (2021), RGS was named School of the Year at the UK Social Mobility Awards. The school is a prominent HMC school and Headmaster, Shaun Fenton OBE, was the Chairman of HMC in 2018.

The first line of the school's most recent ISI report asserts that the quality of the students' achievements and learning is exceptional. RGS' approach to teaching and learning melds expert subject knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning (HPL), focusing on the development of global citizens, advanced performers and enterprising learners.

RGS UK caters for over 1600 students in three schools from ages 2 to 18. Reigate Grammar School (11-18) the senior section, with Reigate St. Mary's and Reigate Chinthurst the junior schools.

## RGS INTERNATIONAL

The Board of RGS has committed to the creation of a family of schools across the world and Reigate Grammar School International (RGSi) is the school's commercial arm that is responsible for working with our partners overseas.

Reigate Grammar School International (RGSi) was established in 2016 as a 100% owned subsidiary of Reigate Grammar School with a strategic vision to establish international schools and to provide education consultancy services around the world under licence to Reigate Grammar School. This includes sharing its ethos; pupil welfare and pastoral model; teaching and learning philosophy; curriculum design expertise and operational systems.

This is a notable chapter in Reigate Grammar School's 350-year history. By developing international connections, RGS aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff. Developing international links and perspectives opens up cultural and learning opportunities across continents. RGSi is firmly established in China and now Vietnam and is currently engaged in projects in the Middle East.

**“CENTRAL TO OUR ETHOS IS THE BELIEF THAT EVERY CHILD WHO RECEIVES A REIGATE GRAMMAR SCHOOL EDUCATION IS ON A JOURNEY WITH NOBLE PURPOSE AND WILL GO ON TO MAKE THE WORLD A BETTER PLACE.”**

Mr Shaun Fenton, OBE and Headmaster of Reigate Grammar School

## ADMIN OFFICER JOB DESCRIPTION

In fulfilment of all responsibilities and duties, an Admin Officer should show a commitment to the aims, policies and ethos of RGS Vietnam, and strive to maintain these through personal conduct and effective relationships with colleagues and students.

### Essential Criteria

- Graduated with min. a Bachelor degree.
- Native Vietnamese, good communication in English, Vietnamese (verbal and written).
- Experience and proven knowledge of ability to effectively use the computer as a tool for a variety of functions. Familiar with Words, Excel, Google apps (Forms, Sheets, Drive), Gmail and Internet in general.
- Experience in administration, customer service in an educational environment will be advantaged.
- Hardworking, detail-oriented, team player.

### Responsibilities

- Support and perform all administrative tasks assigned by the Operations Team to ensure daily smooth operations of the whole school.
- Receive all kinds of official documents in the outgoing and incoming dispatch logbook.
- Classify and distribute dispatches to departments, look up, provide documents and records as required.
- Typing, photocopying, scanning official documents under the assigned work, organize files and documents to record in logbook, track record rotation.
- Keep confidential the contents of official memo, documents...
- Directly implement, monitor, and control the documents and records, develop and maintain a filing system.
- Process related payment other tasks assigned by line manager

### Salary & Benefits

- Salary from 7.000.000 VND – 9.000.000 VND and benefits are competitive
- Health Care & Insurance Benefit for Employees
- International and friendly working environment

### How to apply

Please kindly send your CV to our email:  
[local.recruitment@reigategrammar.edu.vn](mailto:local.recruitment@reigategrammar.edu.vn)

## REIGATE GRAMMAR SCHOOL VIETNAM

Reigate Grammar School Vietnam (RGS Vietnam), formerly known as The International School of Vietnam (ISV), began its educational journey with only a handful of students in the year 2013. The not-for-profit project of ISV welcomed 65 students from Pre-K to Grade 5 in its first year. We now have over 550 students from Pre-K through to Grade 12 coming from many different nationalities.

As part of the RGS family we share the ethos, student welfare and pastoral model, teaching and learning philosophy, curriculum design expertise and operational systems. By developing international connections, the RGS family aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff; developing international links and perspectives to open up cultural and learning opportunities across continents.

## SAFEGUARDING

RGS Vietnam is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Safeguarding policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

## EQUAL OPPORTUNITIES

RGS Vietnam is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

## APPLICATIONS

You should submit:

A full CV which details:

- Your entire work history.
- Reasons for leaving your current role.
- Details (name, address, email address and relationship to you) of at least two professional referees from your most recent position(s).

A covering letter addressed to the Headmaster outlining:

- Your reasons for applying.
- Relevant professional experience that you feel is aligned to the needs of the role.
- Your personal educational philosophy.

A complete HR Form:

- This can be found on the school website.

Applications should be made electronically to [local.recruitment@reigategrammar.edu.vn](mailto:local.recruitment@reigategrammar.edu.vn)

The recruitment process will proceed as follows:

- All applications should consist of a CV, a completed HR Form and a cover letter. Interviews will be conducted if your resume is qualified.

RGS Vietnam is committed to ensuring that the privacy of applicants and employees is protected.



## ABOUT HANOI

Hanoi, situated within a bend on the right bank of the Red River, has been the capital city of Vietnam since AD 1010 (apart from a period in the early 1800s when the Emperor of the Nguyen dynasty decided to rule from Hue and the additional use of Saigon and Da Lat as the capital of French Indochina) - and 2010 marked the 1000-year anniversary of its establishment. Hanoi's cultural heritage is rich, combining aspects of this ancient city development with the colonialism brought by the French in the mid 19th century.

Hanoi is a city with a compact historic centre, lakes, tree-lined boulevards, narrow alleys, villas, churches, temples and pagodas, shared by a population of 2.6 million people.

Hanoi has a warm humid subtropical climate. Summer (May to September) are hot and humid, with most of the year's rainfall (and sticky). Winters, (November to March) start mild and relatively dry becoming more humid, with spring (April) bringing the chance of light rains. There is usually cloud/fog in the winter and it can be cold especially around Halong Bay to the east.

The local people of Hanoi are friendly, hard-working, busy about their everyday lives and helpful when you are trying to make yourself understood in order to buy those particular bananas or to get the taxi driver to go exactly where you want.

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**“WORKING AND LIVING IN HANOI OFFERS A HUGE ARRAY OF BENEFITS.”**

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Working and living in Hanoi offers a huge array of benefits. There are many places to visit in Hanoi in addition to the restaurants and cafes, museums, temples, pagodas, churches, modern as well as traditional theatres and some very grand hotels.

There are numerous lakes and parks within the city with good walking paths: Hoan Kiem Lake, Bay Mau Lake, Truc Bach Lake or part of the large Tay Ho (West Lake) as well as a myriad of smaller ones scattered across the city. The Botanical Gardens is also a pleasant park for walking.

Hanoi Opera House is host to a wide range of international musical performances (as well as being a superb example of French colonial architecture) and features regular performances by the Hanoi Philharmonic Orchestra of the Vietnam National Academy of Music.

There are cinemas showing films in English such as the multiplexes in the Vincom Towers and The Garden Centre shopping complex and the French art-house cinema, Hanoi cinematheque, which shows original language films with English subtitles. Hanoi Water Park is a family attraction north of the city centre with the usual wet rides and play areas.

Ho Chi Minh Mausoleum Complex is a traffic free area with parks, pagodas, memorials, monuments and museums located in Ba Dinh Square where the Vietnam leader read the Declaration of Independence on September 2nd 1945 establishing the Democratic Republic of Vietnam. The imposing structure is modelled on Lenin's tomb in Moscow.

Beyond Hanoi, Vietnam offers endless possibilities: mountains, wetlands, forests, national parks, animal sanctuaries, beaches, and coastlines... and further afield and amazing array of Asian opportunities awaits.

