

GENERAL HR OFFICER INFORMATION FOR CANDIDATES





INTRODUCTION

This is an outstanding opportunity to assume a leadership role within Reigate Grammar School Vietnam (RGSV) Hanoi, the first British Independent School in Vietnam.

Reigate Grammar School Vietnam is the result of an international partnership between Reigate Grammar School (the leading co-ed independent school in the UK) and The International School of Vietnam (ISV). In September 2021, an official signing ceremony took place at the Vietnamese Embassy in London, hosted by Ambassador Nguyen Hoang Long and First Secretary Ms. Tran Huong Ly. The event was joined live from Hanoi by the British Consul General for Vietnam, Ms. Emily Hamblin and Chairwoman Ms Bich Thuy Mai. RGS Vietnam aspires to be the finest international school in Vietnam.

The International School of Vietnam (ISV), in Hanoi, is a not-for-profit establishment that caters for children from pre-kindergarten to sixth form and serves both the international and local communities. It was founded nine years ago. In November 2021, ISV was renamed Reigate Grammar School Vietnam. A strong IGCSE and A-Level programme will accompany the current International Baccalaureate.

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 Manditcsh, Headmaster of Reigate Grammar School Vietnam

“TODAY WE LAY A FOUNDING STONE FOR A GLOBAL VILLAGE AND WE PREPARE A BRIDGE OF UNDERSTANDING. WE BREAK DOWN THE WALLS OF IGNORANCE AND PREJUDICE AND OFFER A HAND OF FRIENDSHIP INSTEAD. THIS PARTNERSHIP BETWEEN RGSV AND ISV IS A BLEND OF EXCELLENCE. TOGETHER WE CAN CREATE A NEW PARADIGM AND STRONGER VERSION OF INTERNATIONAL EDUCATION.

Mr Shaun Fenton OBE and Headmaster of Reigate Grammar School’s vision on signing the agreement with ISV in September 2021





REIGATE GRAMMAR SCHOOL VIETNAM

The International School of Vietnam (ISV) started its educational journey with only a handful of students in 2013. During the past 8-years of development with various successful milestones, the school is led by Founder Mai Bich Thuy: a determined and visionary woman with the dream of building a top international school in Vietnam.

In 2007, Ms Thuy and her team started the not-for-profit project of building The International School of Vietnam. After the proposal was approved by the city authorities in 2009, the team spent three years from 2010-2013 completing the construction of ISV, opening the first academic year in 2013-2014.

On 03 June 2014, ISV was authorised by Cambridge Assessment International Education (CAIE) (formerly known as Cambridge International Examinations CIE) to be a Cambridge school teaching Cambridge Secondary I, Cambridge International General Certificate of Secondary Education (IGCSE) and Cambridge AS/A Level.

It was always the Founder's ambition for ISV to become an International Baccalaureate (IB) World School, as the IB programmes aim to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed.

After completing the authorisation process, ISV officially became an IB school as authorised by International Baccalaureate Organization (IBO) teaching Primary Years Programme (PYP) in 2016 and Diploma Programme (DP) in 2018.

This year, 2021, the school took yet another further leap forward in partnering with Reigate Grammar School. This enables us to now proudly offer both an outstanding IB educational alongside a market leading British Independent A-Level and GCSE offering. This makes us truly unique in Hanoi.

Our school looks forward to the development of our exciting new A Level campus as our strategic vision continues to be driven by our school motto "to NURTURE, to EMPOWER and to CONNECT".





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.





REIGATE GRAMMAR SCHOOL 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."

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REIGATE GRAMMAR SCHOOL VIETNAM SIXTH FORM

RGS Vietnam Sixth Form blends the best of international and British educational philosophy, providing students with a comprehensive and balanced learning experience. We have an outstanding academic culture and the main purpose of the innovative RGS Vietnam Sixth Form curriculum is to offer a challenging and varied education, equipping students for the opportunities and demands of their future lives.

The aim of the RGS Vietnam Sixth Form is to support students in securing places on courses at the world's elite universities, to give students the skills of learning to be successful on those courses and to ensure that students are prepared for the careers of tomorrow.

A technologically fluent but relationship-focused learning environment is typical of an RGS Vietnam classroom buzzing with intellectual freedom and using the best blend of modern and traditional methods to inspire young historians, businesspeople, diplomats, linguistics, artists, mathematicians and scientists. RGS Vietnam teachers are experts in, and passionate about, their subjects and they venture well beyond the assessed syllabus. We wish to inspire our students and to respond to their questioning and curiosity.

“MY JOURNEY AT RGSV HAS LET ME EXPERIENCE MANY DIFFERENT THINGS THAT I WOULD NEVER HAVE THOUGHT I WOULD DO BEFORE. I CREATED AMAZING RELATIONSHIPS WITH TEACHERS, CLASSMATES, AND FRIENDS, WHICH WAS THE BEST PART ABOUT MY EXPERIENCE AT RGSV. ASIDE FROM THE AMAZING TEACHERS WHO ALWAYS PROVIDED ME WITH THE BEST SUPPORT WITH THE IGCSE AND IB DIPLOMA PROGRAMMES, I ALSO HAD AMIRABLE FRIENDS WHO HAVE BECOME AN ESSENTIAL PART OF MY LIFE.”

Graduating student (Class of 2021)

“I HAVE BEEN HAVING SUCH A GREAT TIME AT RGSV WITH FRIENDS AND TEACHERS. I HONESTLY HAVE MADE SO SO MANY GOOD MEMORIES THAT I AM SURE I CAN NEVER FORGET!”

Year 13 student 12 (Class of 2022)



GENERAL HR OFFICER JOB DESCRIPTION

Job Title: General HR Officer

Line Manager: HR Manager

Role Reports to: HR Manager

Job Description

- Support and perform all tasks assigned in process
- Work Permit application, visa, and other related matters in accordance with the Law of Vietnam.
- Support and perform all tasks assigned in process C&B, recruitment of expat teachers & local staffs. Liaise with teachers and staff for human resources matters.
- Support activities of Labor Union and company events.
- Attend training relevant to duties and responsibilities as outlined in this job description.
- Organize and manage employee personal records and database.
- Execute other administrative tasks assigned by the line manager.

Essential Criteria

- Native Vietnamese, good communication in English,
- Vietnamese (verbal and written).
- Graduated with min a Bachelor's degree.
- Experience in general HR
- Possess good communication skills.
- Detail-oriented, well-organized and team player.
- Ability to work under minimum supervision.

Salary & Benefits

- Competitive salary
- Health Care & Insurance Benefit for Employees
- Stable, international and friendly working environment
- Collaborative team members

How to apply

Please kindly send your CV to email:
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

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.



INFORMATION 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 small 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 using about 1.8 million motorbikes.

Hanoi has a warm humid subtropical climate (i.e. it rains a lot). Summers (May to September) are hot and humid, with most of the year's 1.68 metres of rainfall (and sticky at 80--100% humidity). 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 (for example, February only has 1.8 hours/day of sunshine) and it can be cold especially around Halong Bay to the east. Temperatures have ranged from 2.7oC (36.9oF) to 40.4oC (105oF) but more usually 13oC-25oC winter and 24oC-32oC in summer.

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.

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 cinemathèque, 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.



Thang Long Water Puppet Theatre is a treat for adults as well as children with live music, singing and a unique story-telling model.

The Army Museum details Vietnam's struggle against colonial powers, with photos and exhibitions from both the French and American wars appropriately located on Dien Bien Phu Street - named after the city near the Laotian border west of Hanoi and the significant defeat over the French in 1954. The National Museum of Vietnamese History is housed in the old French consulate with a collection of historic relics from prehistoric carvings to Buddhist and Han tomb artifacts.

One-pillar Pagoda is a wooden reproduction of a pagoda built in 1049.

Quan Su Pagoda is a very important Buddhist temple constructed in the 15th century now the headquarters of the Vietnamese Central Buddhist Congregation.

Hoa Lo Prison was built by the French in 1896 and used to house prisoners of war including Lt. Everett Alvarez, the 1st official American pilot shot down over Vietnam; Pete Peterson, the ambassador to Vietnam; and U.S. Senator John McCain. Nicknamed the Hanoi Hilton it documents the prisoners' history from a Vietnamese perspective.

Other museums include the Revolutionary Museum, Vietnam Ethnology Museum, Vietnam Museum of Fine Arts and the Women's Museum: enough to keep you steeped in Vietnamese history and culture throughout your stay.

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

**“WORKING AND LIVING IN
HANOI OFFERS A HUGE ARRAY
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