



# Green Shoots

## INTERNATIONAL SCHOOL

**We seek a**  
**Security and Maintenance Technician**  
**to join our team**

Position: Security and Maintenance Technician (Vietnamese)

Line Manager: Head of Security and Maintenance

Start date: August 2017

Contract length and type: 2 to 3 years, full time

Application Deadline: March 17, 2017

### **Our School**

Green Shoots International School was established in 2011 and since then has developed a reputation for quality, creativity, and care. We prioritise the needs of the whole child, bringing into our educational journey a strong focus on sustainable learning and mindful practice to help children grow into happy, strong and generous adults able to contribute to their world.

We follow the British National Curriculum in the Early Years, Key Stage 1, Key Stage 2, and in the non-core subjects taught during Key Stage 3, at which point we introduce the Cambridge Checkpoint programme in English, Maths and Science, preparing our learners for a transition to the Cambridge IGCSE programme by Year 10.

### **Our Learners**

*Green Shoots students are passionate, independent, lifelong learners who strive for personal best and are responsible global citizens. Ours is an inspirational learning community that fosters happy, mindful and creative thinkers committed to the sustainable development of our world.*

## Our Staff

All foreign teachers employed by Green Shoots hold at least a Bachelor's degree in Education or a postgraduate teaching qualification, and many also hold higher education degrees and/or specialisations in areas such as reading recovery, special needs teaching, or English as a Foreign Language teaching. Our teaching support staff hold either a teaching qualification or have received professional development within the school to ensure they can provide our learners with the support each child needs. Administrative and support staff hold academic or professional qualifications suitable for the job they undertake on the school's behalf.

Those who opt to join our community do so with an extremely strong sense of dedication and commitment to the school's long-term growth. Each and every teacher works hard to ensure that learners receive a quality education during their time with us, and all staff members contribute to the school's developing vision and mission.

*Ours is a tight-knit community* with a united vision of the school's future. To successfully integrate into this community, new staff members must be:

- Self starters, able to work with a high degree of autonomy
- Flexible, adaptable team players
- Maintain good working relationships with fellow employees during hours of work
- Multi taskers and problem solvers
- Excellent communicators
- Internationally minded and empathetic
- Committed to the whole-school practice of mindful and sustainable education
- Willing to commit to at least three years at Green Shoots (if offered a full-time teaching or leadership position), two years (if offered another full-time position), or one year (if offered a part-time position)

*If you believe you fit this profile*, Green Shoots can offer you the opportunity to:

- Play a role in shaping a young, dynamic and visionary school at the cusp of a period of substantial growth
- Be part of a dedicated team of inspiring professionals working to influence 21st Century education
- Join a fun, happy and dynamic community of learners, educators and families
- Engage in multiple professional and personal development opportunities
- Inspire the next generation of responsible, active global citizens!

## The Job

### **Qualifications and Experience**

The successful candidate will possess all or most of the following:

- Professional qualification in plumbing or related field
- At least two years' professional experience
- Experience working to a high standard for an international company is preferred but not required
- Some knowledge of English is preferred but not required

### **Core Roles and Responsibilities**

- Working within a team to ensure the Green Shoots campus is secure and safe at all times for use by staff and students
- Maintenance and management of gardens and other outside areas: mowing, strimming, fencing, planting, sweeping, laying turf, drainage, etc
- Maintenance and management of buildings: repairs, painting, carpentry, brickwork, plastering/filling, etc
- Equipment maintenance: gardening and workshop tools, and some educational tools
- Assistance in areas such as: heavy lifting/equipment moving as required by teachers and school managers, emergency response (in situations such as breakages, leaks, floods, and other threats to student safety and/or the school's security and proper maintenance)
- Security: ensure all gates and doors are locked when school is not in session, oversee safe student arrival and departure, maintain and secure parking area, provide security during out-of-hours school events as required
- Improve personal performance by attending training sessions as required
- Undertake any other professional duties which may be reasonably requested the line manager

### **Salary and Benefits**

- Salary based on qualifications and experience
- Benefits include:
  - Government Social Security and PTT: paid in full by Green Shoots on behalf of the employee
  - Paid leave: 27 days annual leave, paid public holidays, 3 days sickness leave, 3 days bereavement leave, and 3 days marriage leave
  - Health: full coverage under the government's Social Security plan, additional annual health check up, additional Accident and Emergency insurance policy
  - In-service Training and Professional Development: Offered as required on a case-by-case basis
  - Financial support: Access to the school's Personal Loan Facility and Emergency Fund as required
  - Other benefits: Phone and fuel allowances (offered where fuel and phone use is required by the school)

## How to Apply

Applications should be sent to [jobs@greenshoots.edu.vn](mailto:jobs@greenshoots.edu.vn) no later than March 17<sup>th</sup> 2017. Please include with your application:

- A letter detailing why you are the right person for this role
- A current resume
- Contact details (phone and email) for three referees

Short-listed candidates will be contacted by March 24<sup>th</sup> and asked to attend a face-to-face interview or a conversation via skype.