



Job Title: EYFS and Primary Coordinator

Job Description:

The EYFS and Primary Coordinator at KIS, Phuket plays a pivotal role in facilitating effective communication and support between students, parents, teachers, and the Senior Leadership Team (SLT). The coordinator is responsible for ensuring that parents and teachers are well-informed about school events, activities, and the academic progress and well-being of students. They will also collaborate with the marketing team to enhance the overall customer experience at KIS.

Responsibilities:

Information Liaison: Act as a central point of contact for students, parents, and teachers, providing necessary information on school events and activities. Ensure that all relevant stakeholders are informed and engaged in the school community.

Communication Support: Facilitate effective communication between the school and home regarding students' academic development, behavior, and personal concerns or issues. Maintain regular contact with parents in the EYFS and Primary sections, addressing any minor issues and escalating concerns to the Phase Leaders or middle management as required.

Parent Engagement: Foster positive relationships with parents by maintaining regular communication and addressing their queries or concerns promptly. Collaborate with Phase Leaders to provide necessary support and guidance to parents, ensuring a conducive learning environment for students.

Translation Support: Assist in the translation of letters and information sent to parents, as well as during meetings that require Thai translation services. Ensure that language barriers do not hinder effective communication between the school and parents.

Marketing Collaboration: Collaborate with the marketing team to identify and enhance personalized touchpoints for EYFS and Primary parents. Work together to create additional opportunities that promote the unique aspects of the EYFS and Primary programmes, further enhancing the customer experience at KIS.



Event Organisation: Assist in the organisation and coordination of department events and activities, ensuring their smooth execution. Collaborate with teachers and other stakeholders to create engaging and meaningful experiences for students and their families.

SLT Collaboration: Work closely with the SLT team to report on the progress, challenges, and achievements of the EYFS and Primary sections. Contribute to discussions and propose new ideas to support the development of the school and maintain academic integrity.

Additional Responsibilities: Undertake any other tasks assigned by the SLT to support the overall development and success of the school community.

Qualifications and Skills:

- Bachelor's degree in Education, Communication, Business Administration or a related field
- Previous experience in a similar role, preferably in an international school setting
- Excellent interpersonal and communication skills
- Proficiency in Thai and English languages, with the ability to provide accurate translation
- Strong organisational skills and attention to detail
- Ability to work collaboratively with a diverse range of stakeholders
- Knowledge of EYFS and Primary curriculum and educational practices
- Familiarity with marketing principles and customer experience enhancement strategies is an advantage