

Personal Assistant to The Principal

Employer	Kajonkiet International School, Phuket
Location	Phuket, Thailand
Contract Type	Full Time
Contract Term	Fixed Term
Posted	15 August 2026
Closing Date	14 September 2026
Job Starts	Immediately

Kajonkiet International School, Phuket (KIS) is a co-educational day school for children aged 2-18 years. The school which is situated in Kathu follows the National Curriculum for England.

With ambitions to become one of the region's top-performing schools providing an exhilarating international education, KIS is currently searching for an experienced candidate to fulfil the role of Personal Assistant to the Principal to be part of this exciting project.

Candidates with at least two years administrative experience in this or a similar managerial field and who can demonstrate high levels of initiative and the ability to work effectively as part of a team and independently are encouraged to apply.

The successful candidate will possess excellent interpersonal skills, along with fluency in English and Thai languages, both spoken and written.

An eye for detail, accuracy, a 'can-do' attitude and a sense of pioneering spirit are other important attributes for this post.

The closing date for applications is Monday 14 September 2026, although interested teachers are encouraged to submit applications as soon as possible as, if an ideal applicant is identified we may appoint immediately. Initial interviews will be conducted in person or by Zoom commencing, week beginning Tuesday 15 September 2026 (or sooner).

Only completed Kajonkiet International School application forms will be considered and can be accessed [here](#). Rigorous background checks will be enforced.

Further information about KIS including job descriptions and the application form are available on our school website in the section Our Team, at <https://www.kisp.academy>

Kajonkiet International School, Phuket is committed to safeguarding and promoting the welfare of children and rigorous background checks including DBS will be enforced.