
The French International School of Bangkok is an ambitious and successful school which aims at providing the best education to the French, Thai and international communities. The school welcomes more than 1020 pupils aged 3 to 18.

School Manager

The French Foundation for Education is seeking a School Manager for the French International School of Bangkok, starting April 2020.

Responsibilities:

- To be the school representative with the Thai authorities (Ministry of Labour, Kurusapha, Immigration, Ministry of Foreign Affairs, the District). To Handle the Immigration procedures and work permit for foreign employees including Teaching License.
- To be in charge for all legal related issues, he/she will be legally responsible for all contracts passed by the school and to sign those contracts. To provide legal advice to the school administration and to the school Board.
- To handle the administrative part of the human resources, including employment contract and other related documents.

Qualifications:

- Thai nationality
- Bachelor's Degree or higher in Law, Business Administration or equivalent
- Experience in education would be highly desirable, preferably with experience in the administration of international or independent schools
- Excellent written and spoken English, French would be highly appreciated
- Proven skills in communication with people from a variety of cultures.
- Proven success working within a team
- Capacity to quickly learn about all aspects of the school

How To Apply:

Interested applicants are invited to apply by sending an email of application in English or French with full resume indicating qualifications, experience, expected salary, and recent photograph to the Recruitment Team

recrutement@lfib.ac.th