

Job advertisement

Chaperone/ Live-in Helper for our guest students

Employer: Deutscher Schulverein Malaysia, Kuala Lumpur

Application deadline: 30.06.2021

Start of work: 01.08.2021

We, the DSKL, are a private expat school located in Petaling Jaya, which provides excellent German education in a small and friendly environment. One of our traditions is to give highly talented students from Germany the chance to live in Malaysia for two years in our boarding apartment and to attain here in Petaling Jaya the German highschool diploma called Abiture/DIA (Deutsches internationales Abitur). In order to give our students a homey and safe environment, we are hiring a new chaperone/live-in helper" to live with our students in a spacious, light and clean apartment in Petaling Jaya.

Housing and living:

- To live together with four to six guest students (aged between 16 and 19 years) in an apartment in Petaling Jaya

Attendance of the Chaperone:

- To be present at the apartment seven days a week
- To remain on duty through the night; is not meant to stay awake, but to be reachable in case of emergency
- The chaperone is entitled to four weeks holidays during the summer school holidays

Responsibility to care for the students:

- To be informed about students' whereabouts and plans at all times
- To observe the students obligations
- To be responsible for keeping a book of household accounts
- To ensure that any accidents/incidents are reported and recorded to the Legal Guardian and the Guest Student Project Coordinator
- To work within agreed parameters of the house rules in order to protect the students privacy, to ensure confidentiality
- To support the student in their development (listening and understanding of their daily issues) and care for their needs
- To arrange regular meetings with the students as well as with the Legal Guardian and the Guest Student Project Coordinator to discuss current issues

Cater for the students and apartment cleaning:

- To purchase groceries and household items
- To help organising breakfast and dinner every day
- To clean the kitchen and the common rooms (e.g. living room, floor); the students are responsible for their own rooms

Applicant profile:

- The Chaperone should be female
- Required abilities: high assertiveness (e.g. setting limits, ensure compliance), educational experiences and good skills in dealing with young people, high sense of responsibility and duty consciousness, flexibility, organisational skills
- Valid working permit (for non-Malaysians)
- Valid driving license and own car
- Very good English language skills; German language skills are an advantage, but not a must

Employer contributions and benefits:

- Staff insurance
- Free accommodation
- Reasonable salary, yearly bonus plus EPF and SOCSO
- Insights into German culture

Information about the school can be found on our website www.dskl.edu.my.

Please send your application including curriculum vitae, cover letter, job references and certificates to projects@dskl.edu.my, addressed to **Mrs Melanie Dehnert, Administration Manager**.