



# Haileybury Almaty

## JOB DESCRIPTION

### I. Job Information

<b>Job Title:</b>	Translator
<b>Department:</b>	Whole school
<b>Duration of Appointment:</b>	Temporary
<b>Line Manager's Job Title:</b>	PR and Marketing Director

### II. Job Specification

<b>Main purpose of job:</b>		
<p>Provides multiple language interpretations during parental meetings, school events and Senior Management's meetings</p> <p>Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials</p> <p>To work as a member of the school with regard to the educational aims of the school.</p>		
<b>Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:</b>		
<b>Key areas of accountabilities (Usually 3 to 8)</b>	<b>Main duties &amp; responsibilities to support achieving accountabilities</b>	<b>% of time</b>
Written translation	<ul style="list-style-type: none"> <li>- Translates scientific, technical, socio-political, economic and other specialized literature, patent descriptions, normative-technical and shipping documentations, communication materials with foreign organizations, materials from conferences, meetings, seminars, material sent by teachers, staff etc.</li> <li>- Prepare translations for weekly newsletters, social media publications and website.</li> <li>- Edits translations.</li> <li>- proofreading documents, newsletters, social media publications and website.</li> </ul>	
Interpretation	Provides multiple language interpretations during parental meetings, school events and Senior Management's meetings.	
Other work related to translation	Prepares summaries and annotations of foreign literature and scientific and technical documentation.	



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	<ul style="list-style-type: none"> <li>- Participates in the preparation of thematic reviews on foreign materials.</li> <li>- Works on alignment of terms, improvement of translation concepts and definitions under the relevant sectors of economy, science and technology, keeps records and makes systematization of translations, annotations, summaries.</li> </ul>	
<p><b>Child protection, Safeguarding and Health &amp; Safety</b></p>	<p>Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.</p> <ul style="list-style-type: none"> <li>- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;</li> <li>- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere;</li> <li>- Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.</li> <li>- Report all causes for concern to the Designated Senior Lead;</li> </ul>	
<p><b>Resources managed – line management and financial resources:</b></p>	<p>Line management: N/A</p>	
<p><b>Key working Relations and network</b></p>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>- Headmaster</li> <li>- Teachers</li> <li>- HR department</li> <li>- PR and Marketing</li> <li>- Finance Department</li> <li>- Facility Department</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>- Service Providers</li> <li>- SOCS</li> </ul>	



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### Key performance indicators for this position (KPIs):

- Positive feedback from Departments and staff in the School with the successful completion of tasks.
- Successfully running the day-to-day management of activities and extended learning
- Effective communication with key members of departments
- Prioritizes work to meet deadlines

### III. Person specifications

#### 1. Core Values to be demonstrated by the job holder:

Haileybury Almaty Key Value	Underpinning statements
Haileybury Almaty Habits	To be inquisitive
	To be reflective
	To be courageous
	To be resourceful
	To be resilient
	To be organized

#### 2. Functional Competencies to be demonstrated by the job holder:

##### For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

#### 3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

##### Minimum Academic Degree required

-Relevant degree

##### Professional skill and knowledge required

###### **Mandatory**

- Interpersonal skills working in English, Russian and Kazakh
- Knowledge of English ( IELTS 8.0)
- Knowledge of Kazakh and Russian languages on advanced level
- Knowledge of ICT systems and databases



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- Communication skills are needed for working with a variety of people in different departments
- Ability to work independently and to show initiative and resolve problems

### Desired but not mandatory

#### Experience

-Have a practical can-do approach; enjoy working as part of a busy school but with the ability to work autonomously. You should have a real interest in working with people

### Desired but not mandatory

- Previous experience of working within a similar role

#### Language

	Confidence	Intermediate	Operational	Extensive
Kazakh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>

#### IT Skills

##### Mandatory

- Microsoft Office and knowledge of relevant softwares.

### 3. Other job-related or local special factors not mentioned above:

- No travel required     Occasional travel required     Frequent travel required

Marketing & PR Director \_\_\_\_\_  
Signature

\_\_\_\_\_ date

Employee \_\_\_\_\_  
Signature

\_\_\_\_\_ date