



Join Our Team as a Document Controller & Administrative Clerk

We are looking for a highly organised and detail-oriented **Document Controller & Administrative Clerk** to support the effective management of whole-school documentation and administrative operations under the direction of the Executive Assistant & Office Manager. This is an excellent opportunity for someone who enjoys structure, accuracy, and working in a professional school environment.

Key Responsibilities:

- Maintain and organise electronic and hard-copy filing systems.
- Manage document control processes including filing, numbering, storage, retrieval, and archiving.
- Ensure consistency in document naming conventions and version control.
- Create and maintain document trackers across a range of areas including contracts and subscriptions registers, policy review logs, asset logs and document review schedules.
- Support retention and archiving processes in line with school procedures.
- Assist with audits, access permissions, and confidential document handling.
- Provide administrative support to the Administrative Assistants team.
- Prepare and retrieve documentation for leadership and management teams.
- Provide cover support during staff absences and after-school duties when required.
- Monitor document review deadlines and follow up with relevant staff to ensure timely updates.
- Assist in maintaining compliance with accreditation, inspection, and regulatory documentation requirements.

What We're Looking For:

Education: Bachelor's degree in a relevant field.

Experience: A minimum of 1-3 years of experience in a similar position

Skills:

- Strong communication and interpersonal skills in both English and Arabic (required).
- Excellent organisational and administrative skills.
- High level of attention to detail and accuracy.
- Proven ability to manage multiple tasks and meet deadlines effectively.
- Strong teamwork and collaboration skills.
- Proficient in Google Workspace (Docs, Sheets, Drive, Gmail, etc.).
- Ability to handle confidential and sensitive information with professionalism and discretion.



- Ability to prepare reports, track documentation, and maintain audit-ready records.
- Ability to maintain accurate filing systems, both digital and physical.
- Previous experience in administration or document control is considered an advantage.

What We Offer:

- Salary of **550 JOD** per month (subject to social security and tax deductions per Jordanian Law).
- An attractive benefits package including 2 child placements at ICS (50% tuition remission) and Class A Medical Insurance for the staff member.
- 33 working days of annual leave.
- Professional development opportunities.
- A vibrant, multicultural community fostering personal and professional growth.

Send your up to date CV and a brief cover letter addressing how your skills and experience meet our requirements and why you are applying to ICS to recruitment@ics.edu.jo with the position title in the subject line. Visit us at www.ics.edu.jo **Application Deadline: May 28th, 2026.** Interviews will start to take place during **June**. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international Police checks as appropriate.