



<b>Position Title</b>	Senior Communications Executive / Communications Executive	<b>Date:</b> November 2018
<b>Function/Department</b>	Marketing and Communications	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Senior Communications Manager	
<b>Position Type</b>	Permanent	
<b>Position Status</b>	Full Time	

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

### **Position Objective**

The Senior Communications Executive / Communications Executive supports the effective planning and execution of internal / corporate communications and events for parents, staff and other key stakeholders, to consistently share the school's Vision, Missions and Values.

### **Specific Responsibilities**

- The Senior Communications Executive / Communications Executive supports proactive engagement between the school, teachers and parents and the effective and efficient implementation of all "touch points" for frequent and on-going communications.
- Supports all academic staff in turning content for school-teacher-family communication (e.g. school announcements, class newsletters, introduction emails, presentations, etc) into a proof-read, formatted, "parent-ready" versions.
- Supports the Design Projects Manager and the Senior Communications Manager with the annual creation of student handbooks, diaries, curriculum guides, staff biographies and other similar materials for both students, staff and parents.
- Supports Senior Communications Manager in the management of the school's social media platforms, curating /creating content that supports the school's objectives
- Collaborates with IT team to make messages and communications accessible on the school's intranet, Connect AIS for parents
- Works with the Senior Marketing Executive to support the creation of content on the school's website
- Helps and liaises with Parent Help Desk to handle ad-hoc communication with parents (e.g. responses to feedback and complaints) when required
- Liaises with Parents' Association representatives, cultural groups, and academic, leadership and admission teams to facilitate communication between various departments and groups
- Provides support to the Events Coordinator in the execution of internal school events and partnership opportunities, including supporting internal stakeholder involvement.
- Provides photography support for school events for internal use.

**It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is**



suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

### **Position Requirements**

- Corporate communications specialist, with a strong eye for detail
- Strong interpersonal and influencing skills to motivate and work cooperatively with others.
- Ability to manage multiple high priority tasks in a fast paced, highly demanding environment
- Act as a key custodian of the AIS brand, vision, mission and values in all internal communications, and promote this with other stakeholders
- Awareness of commercial sensitivity and demands for confidentiality
- Ability to work independently yet promote and participate enthusiastically in organisational teams.
- Adaptable and willing to take on a range of tasks, including occasionally outside scope of work, as directed by the Senior Communications Manager

### **Qualifications & Skills**

- Degree qualification in Corporate Communications or a related field.
- 3+ years' experience in Corporate Communications or related field.
- Experience in dealing with stakeholders at all levels.
- Strong organisational, prioritising, and time management skills.
- Copywriting / editing experience, ideally with experience of writing for a variety of audiences / platforms / purposes.
- High level of digital literacy and willingness to be learn new software programs, as required to manage functions of the role.
- Awareness of commercial sensitivity and demands for confidentiality.

### **Contacts**

- Senior Communications Manager
- Senior Marketing Executive
- Design Projects Manager
- Events Coordinator
- Director of Marketing and Communications
- Head of School and Senior Academic Staff
- Teachers, parents and students

### **Working Conditions**

- School-based office environment in 1 Lorong Chuan
- Working collaboratively within a diverse team
- Occasional out of hours and/or weekend work will be required from time to time



**Australian  
International  
School**



## **Terms of Employment**

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- 08:30 AM to 05:30 PM Monday to Friday
- 21 days Annual Leave per annum
- Group medical insurance
- Personal Accident Insurance
- Paid sick and hospitalisation leave