

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 Title	Executive Secondary Support and Centre of Innovation, Leadership and Learning (CILL) Administrator	Reference: September 2020
Function/Department	Community Engagement	Location: AIS
Manager Title	Head of Secondary School Teaching and Learning Committee Senior Community Engagement Manager	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- The Executive Administration Officer is tasked with assisting and supporting the Head of Secondary School and the function of the Centre for Leadership and Learning, which is the Professional Development portal. Exceptional service and integrity is crucial to this role due to the high sensitivity of information they manage. As the first level support to the management of the Secondary School, establishing and maintaining priorities are essential.

Responsibilities

- Head of Secondary support
 - Administration relating to the Secondary School
 - Administrative support in creation of presentations and reports
 - Diary Management
 - Minute meetings and distribute documents as required
 - Assisting with management and overseeing internal and external events and workshops
 - Liaising with AIS staff, external partners, clients and suppliers in relation to projects
- Centre for Leadership and Learning support:
 - Minute meetings and distribute documents as required
 - Arranging course registration, travel and accommodation for external AIS staff PD
 - Maintaining PD and Secondary budget spreadsheet & producing reports, as directed
 - Liaising with Finance and vendors on all matters relating to staff PD
 - Administration of internal and external professional learning events
 - Assisting with management and overseeing internal and external events and workshops
 - Managing travel and accommodation for visiting speakers and consultants
 - Liaising with AIS staff, external partners, clients and suppliers in relation to training programs
 - Processing applications for professional learning, including liaison and communication with key stakeholders and leaders
 - Maintenance of staff evaluation and professional learning databases; including staff professional learning plans and PLRS documentation
 - Maintenance of Centre for Leadership and Learning databases, including registration, attendance, program and workshop descriptions, presenter details and other documentation related to the accredited provision of professional development

- HR Support:
 - Interview preparation for Secondary school candidates including scheduling, file collation and reference check gathering
 - Work with Human Resources to provide all necessary documentation for the onboarding process
- Administration:
 - Assist Secondary Administration team as directed
- Any other tasks as assigned by manager

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. 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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Ability to deliver outstanding customer service to key stakeholders of the school
- Ability to manage high volume work flow and deadlines
- Exceptional interpersonal, written and verbal communication skills and sensitive to cultural needs
- Advanced skills in Microsoft Office suite and willingness to learn to use new systems
- Ability to represent the school's mission, vision and values of the school

Qualifications

- Experience
 - administrative experience in a high functioning environment
 - previous experience working in a multicultural environment
 - Previous experience in an educational environment preferred
- Education
 - Degree qualified preferred
 - minimum of secondary school completion certification

Contacts

- Secondary leadership
- Administration team
- Secondary academic staff
- Marketing & Communications

Working Conditions

- Country role
- Individual contributor working as part of a team
- Fast paced work environment
- Office location within a school environment at Lorong Chuan
- Presence during school term is essential



Job Description Form

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required