

<b>Position Title</b>	Sports Administrator (Trips and Tournaments)	<b>Date:</b> February 2019
<b>Function/Department</b>	Sport	<b>Location:</b> Singapore
<b>Manager Name &amp; Title</b>	Head of Sport	
<b>Position Type</b>	Fixed Term	
<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 AIS Sports Administrator (Trips and Tournaments) will be required to provide administrative, organizational, operational and strategic support to the AIS Program through the organization and planning of Trips and Tournaments at AIS.

## Specific Responsibilities

- Organising Sports Tours and Trips
  - Liaising with other schools
  - Organising flights, accommodation, transport, games, insurance
  - Provide support to the Head of Sport in developing the AIS Trips and Tournament Framework
  - Prepare budgets and track spending
  - Organise and order uniforms for trips
  - Meet with students, parents and staff
  - Manage communication internally and externally
- Organising sports, activities and events
  - Logistics
- Manage workflows for all trips and tournaments
- Preparation and upkeep of AIS sporting calendar
- Provide support to the general requirements of the AIS Sports Department
- General Office duties
- Plan for future Developments and Performance
- Utilise Newsletters, Assemblies, Email and Meetings to communicate with the students and wider AIS community for sports, activities and events

### Desirable:

- Good working knowledge of MS Office, MS Excel, MS PowerPoint
- Experience with data base applications
- Ability to create systems / procedures to streamline effective completion of recurring tasks
- Ability to communicate effectively via a variety of means – especially electronic – within a large organisation

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's 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

- Excellent time management and organisational skills;
- Solid record-keeping and administrative skills;
- Excellent communication skills, ability to communicate effectively with parents and all levels of the organisation;
- Ability to work after hours on weekdays and on weekends where required
- Ability to communicate effectively via a variety of means – especially electronic – within a large organisation

## Qualifications and Experience

- A relevant qualification in Sports or Events Management preferred
- Preferred experience and knowledge of current practices in the field of Sport and Activity Programs in school settings across:
  - Administrative budgeting and finance
  - Sport procedures and practices
  - Event and trip management
  - Occupational Health and Safety
  - Risk Management

## Contacts

- Sports Department
- Coaches, contractors, teachers, students and parents

## Working Conditions

- Official working hours 8am to 5pm or as required
- Weekend work is a requirement of this position
- Overseas travel will be required

## 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).



- Full Time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalization leave