

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	Outdoor Education Program Administrator	Reference: January 2023
Function/Department	Outdoor Education Department (Whole School)	Location: AIS
Manager Title	Head of Outdoor Education	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

Overview:

The Outdoor Education program focuses on personal development through interaction with others and responsible use of the natural environment. Structured outdoor experiences promote aspects of personal development such as self-esteem, resourcefulness, interdependence, independence, leadership, judgement, co-operation, tolerance and resilience. Enjoyment is a crucial part of all programs as it creates an ideal learning environment. Outdoor Education experiences provide the opportunity for students and staff to get to know one another in a less formal setting than that of the classroom.

Purpose of the Role:

The Outdoor Education program demands a high level of energy and input from its staff, and a commitment to the School, its ethos, and most importantly its students. A professional approach to all aspects of the implementation of the Outdoor Education program will be required of all members of the Outdoor Education Department. The purpose of the role is to provide:

- Administrative support for all Outdoor Education Programs
- Cross coordination and administrative support for all Educational Residential Programs
- Cross coordination with relevant staff to ensure alignment of policies for all Sporting Residential Programs

Responsibilities

- Promote high professional standards and expectations and model exemplary professional practice to the best of their ability.
- Be familiar and supportive of the philosophy of the AIS Outdoor Education Department.
- Assist in the creation and review of policies and guidelines to support the development of the Outdoor Education Program and all Educational Residential Programs.
- Work collaboratively with the Head of Outdoor Education in coordinating and compiling all administrative and logistics matters for all programs (i.e. pre-program, during program and post-program).
- Liaise and oversee timely communication with the relevant stakeholders for all relevant programs.
- Coordinate and manage the program workflow timeline with the trip leaders to ensure timely completion of tasks.
- Manage equipment and program resources, including repairs, maintenance, ordering and sourcing, and preparation of gear and equipment for specific programs.
- Follow and maintain all requirements of the Safeguarding, Health & Safety and the department's Standard Operating Procedures.
- Regular maintenance of Outdoor Education intranet page (Connect), school's website (e.g. calendars, announcements, news, updates, etc) and the Program Handbook.
- Assist and maintain staff training records for Educational Visits Awareness Training (EVAT).



- Undertake other duties as required by the Head of Outdoor Education.

It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come 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, they 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

- Strong and good work ethics
- Excellent time management skills
- Excellent organisation and documentation skills
- Meticulous attention to details
- Excellent English-language written and verbal communication skills
- Ability to communicate effectively via a variety of means, especially electronic, within a large organisation
- Excellent relationship building skills with staff and external agencies
- Experience with database applications
- Ability to create systems and procedures to streamline effective completion of recurring tasks
- Ability to work autonomously and independently
- Ability to work outside of standard work hours as required
- Attendance at and support of school events as required
- Ability to work across all levels of the school community

Qualifications

- A minimum GCE A-Level or Diploma level pass from a recognised institution
- Intermediate to Advanced IT/Administrative Skills (e.g. Microsoft Office and Google Office Suites)
- Prior experiences in outdoor education program and risk assessment analysis may be advantageous

Contacts

- Outdoor Education Department
- Finance Department
- Operation Department
- External Providers
- AIS Staff
- Parents
- Students



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School**

Job Description Form

Working Conditions

- Office location within a school environment at Lorong Chuan
- Outdoor environment (as required)

Terms of Employment

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