

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	Secretary	Reference: November 2022
Function/Department	Secondary	Location: AIS
Manager Title	Head of Secondary	
Position Type	Permanent	
Position Status	Full-time	

## Position Objective

- The Secondary Secretary is responsible for the administration of the attendance system of the Secondary School. As the first level response to parents and Secondary staff, they are an integral part of working in a team with and for the Secondary School leadership.

## Responsibilities

- Technical and data driven support:
  - Roll marking: mark explained absences and follow up as required
  - Prepare the ICA Attendance Report at the end of each month
  - Editing, printing, distributing and digital archiving of regular reports as scheduled
  - Follow-up daily with Secondary staff with regards to maintaining the rolls
- General office housekeeping:
  - Maintain office supplies as required e.g. paper, envelopes, stationery, etc
  - Maintain all Emergency Evacuation necessities
  - Respond & attend to student, staff & parent queries
  - Provide secretarial support to Secondary School staff
  - Maintain a supply of Secondary School letterhead and certificate paper supplies
  - Maintain, revise and update position Handbook on a periodic basis
- Secondary School specific responsibilities:
  - Prepare student Certificates of Enrolment as requested
  - Prepare Early Leaver and Late arrival forms
- Support Secondary Leadership:
  - Assist in maintaining a presence in the office
  - Manage confiscated items
  - Adhoc administrative duties as required
- 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 they are responsible, or with who, they come 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, they 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 School leadership
- Administration team
- Secondary School teachers

## 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

## 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: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required