



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	Communications and Community Engagement Temp	Reference: March 2023
Function/Department	Communications and Community Engagement	Location: AIS
Manager Title	Head of Communications and Community Engagement	
Position Type	Temporary	
Position Status	Full Time	

Position Objective

You will:

- Support the effective planning and execution of internal and corporate communications and events for parents, employees, and other key stakeholders.
- Support the needs of the department and School's strategic goals for the year.
- Need to collaborate with a wide range of stakeholders including, but not limited to, school administration, teachers, facilities and logistics teams, prospective parents and existing parents to ensure optimal delivery of the AIS brand, mission, vision and values.
- Have many objectives, one of which will be to co-plan, coordinate and manage a calendar of external and internal events on and off campus. Organise and run events, along with supporting teachers and the Academic leadership team in delivering goals whilst closely liaising with our internal communications, marketing, admissions, facilities, and the ICT teams.

Responsibilities

You will:

- Provide support in organising and running events. These will include:
 - Community engagement activities such as:
 - On-ground school activities
 - Social media campaigns
 - Curriculum information sessions
 - English CCA
 - Booking space for events and designing floor plan layouts to fit a targeted number of attendees.
 - Seek approval for events to proceed via our internal process and procedures.
 - Attending VTR (Variation to Routine) meetings.
 - Seek quotations and raise Purchase Requisitions for vendors (ie: photographers, photoboosts, F&B, merchandise etc.).
 - Set up Eventbrite details.
 - For larger scale events, provide an admin brief for all key stakeholders to understand the rundown of events.

- Be present during events which.
- Take photos of events and activities at the School
- Document event process and provide After Action Review
- Alumni liaison for upcoming 30th anniversary
- Collate RSVPs
- Perform other ad-hoc duties as assigned

It is your responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom they come into contact with. For that person to comply 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, you identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, you must report any concerns to the School's Designated Safeguarding Lead, or to the Head of School, or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

You will:

- Be available from for a minimum of 6 months.
- Have good written and verbal communication skills.
- Be resourceful and independent.
- Be able to work to tight deadlines.
- Are proficient in Microsoft and Google applications.
- Have awareness of commercial sensitivity and the demands for confidentiality.
- Are adaptable and willing to take on a range of tasks, which will occasionally include an outside scope of work, as directed by the Head of Communications and Community Engagement.

Qualifications

- A degree or Diploma holder with experience in admin and event planning.
- Able to create collaterals in Canva.

Contacts

You will work and partner with various stakeholders such as:

- Communications and Community Engagement Team
- Student Alumni
- Internal Stakeholders
- External Vendors
- Marketing Team



Working Conditions

You will:

- Be based in an office location within a school environment at Lorong Chuan.
- Work collaboratively within a diverse team.

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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).

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Referee request: Required
- Background Check: Required