



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	Elementary Secretary	Reference: February 2023
Function/Department	Administration	Location: AIS
Manager Title	Assistant Head of Elementary School	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The Lower Elementary Secretary is responsible for the administration and maintenance of the overall system of information for the Lower Elementary School. As the first level response to parents and Lower Elementary staff, they are an integral part of working in a team with and for the Elementary 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
 - Create & maintain student data
 - Follow up with Admissions; withdrawing & starting students & necessary documentation
 - Reporting and assistance with timetabling
- General office housekeeping:
 - Maintain office supplies as required e.g. paper, envelopes, stationery, etc
 - Maintain a supply of Elementary School letterhead and certificate paper supplies
 - Maintain all Emergency Evacuation necessities
 - Respond & attend to student, staff & parent queries
 - Provide secretarial support to Lower Elementary School staff
 - Maintain, revise and update position Handbook on a periodic basis
- Lower Elementary School specific responsibilities:
 - Prepare student Certificates of Enrolment as requested
 - Prepare Early Leaver forms and Late Arrival forms
 - Prepare and assist in coordination of special Elementary School events
- Support Elementary Leadership:
 - Assist in preparation of staff, parent & student booklets & other publications
 - Adhoc administrative duties as required
- Any other tasks as assigned by Manager



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

- 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 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

- Elementary leadership
- Administration team
- Lower Elementary 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

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).

- 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
- Reference Check: Required
- Background check: Required