

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	Executive Secondary Support	Reference: October 2023
Function/Department	Secondary	Location: AIS
Manager Title	Head of Secondary	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Executive Administration Officer is tasked with assisting and supporting the Head of Secondary School and the Secondary Leadership Team (SLT). Exceptional service and integrity is crucial to this role due to the high sensitivity of information they manage. As the first level support to the management of the Secondary School, establishing and maintaining priorities are essential.

Specific Responsibilities

- Head of Secondary and Secondary Leadership Team support
 - Administration relating to the Secondary School
 - Administrative support in creation of presentations, reports and ideas
 - Diary Management and email management
 - Minute SLT meetings and distribute documents as required
 - Assisting with management and overseeing internal and external events, PDs and workshops
 - Liaising with AIS staff, external partners, clients and suppliers in relation to projects
 - General support
- HR Support:
 - Interview preparation for Secondary school candidates including scheduling, file collation and reference check gathering and communication with staff and potential candidates.
 - Creation and update of Job descriptions and Resource Requisition Forms with staff movement
 - Work with Human Resources to provide all necessary documentation for the onboarding process
- Administration:
 - Assist Secondary Administration team as directed
 - Maintenance of CPE teacher registration and update
 - Cover Secondary Secretary and/or Academic Administrator in their absence
 - Preparation of Purchase Requisitions
 - Update of Staff details (SS Staff Directory, iSAMs)
 - Maintenance of Staff Fire Register and reporting location for fire evacuation
 - Preparation and update of Secondary students Conditional Enrolment forms and follow up as required
- Any other tasks as assigned by Head of Secondary & SLT



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

- 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

- Head of Secondary
- Secondary Leadership Team
- Administration team (Secondary Secretary, Academic Administrator)
- Secondary academic staff
- Marketing & Communications

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

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.