



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	HR Administrator	Reference: October 2022
Function/Department	Human Resources	Location: AIS
Manager Title	HR Director	
Position Type	Fixed Term (minimum of 3 months)	
Position Status	Full-time	

Position Objective

- The primary function of the Human Resources Department is to support the middle pillar of the Australian International School's strategic plan to invest in our people and be a great place to work.
- The position of the HR Administrator is to primarily focus on one specifically assigned project.
- Additionally, you may be required to support the HR team with other administrative duties where applicable.

Responsibilities

This below list is not exhaustive.

- Data clean-up, maintenance, and audit on available portals that the HR team uses.
- Filing and/or sorting of relevant documents.
- Any other HR administrative duties as they arise.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.

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

- Excellent attention to detail and time management skills essential
- Ability to work methodically essential
- High degree of confidentiality and discretion essential
- Intermediate level or above of Microsoft Excel essential



Qualifications

- No specific requirement

Contacts

- HR department
- Relevant internal or external stakeholders where applicable
- Ministry of Manpower and other local government agencies where applicable

Working Conditions

- Country role
- Individual contributor working as part of a HR team of four
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at Lorong Chuan

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Probation Period: 1 month from date of commencement
- Referee request: Required
- Background Check: Required