



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	Secondary Academic Administrator	Reference: December 2022
Function/Department	Administration	Location: AIS
Manager Title	Head of Secondary	
Position Type	Full-time	
Position Status	Permanent	

### Position Objective

- Provide technical and administrative maintenance support of the Secondary School's curriculum programmes and student timetable. In charge of student Academic Reports, student enrolment and withdrawal in respective administrative systems and support Asst. Head of School (Operations & Logistics) in timetable management, class lists, allocations and student options. Championing support of the Secondary Leadership team.

### Responsibilities

- Technical responsibilities:
  - creating report templates - individual subject templates for 9 curricula
  - set up of back-end equations for automatic data compilation and calculations
  - editing, uploading and publishing of reports
  - assist with technical set-up of class allocations in iSAMS at start of year
  - maintaining curriculum selection and online subject selection data
  - Updating and maintaining the CRM and MIS systems in use
  - Maintenance and set-up of Student and Parent Portal Accounts
  - supporting secondary Timetable in terms of student management
- Administration:
  - Responding to parent enquiries regarding curriculum queries & scheduling, in liaison with AHOS Curriculum
  - Assisting Secondary Administration team, as directed
  - Assisting with email delivery relating to Curriculum information, on behalf of Managers, if required
  - Maintaining, revising and updating position Handbook on a periodic basis
- Secondary School Enrolments:
  - Checking set availability, student count and enrol and timetable students into relevant systems
  - Active preparation of future regular events (curriculum changes, reporting etc)
  - Maintaining subject selection forms on Admissions page and Secondary page on Connect
- 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, particularly MIS 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 qualification preferred
  - minimum of secondary school completion certification

### Contacts

- Secondary leadership
- Administration team
- Secondary 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