

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.

Position Title	CCA Coordinator	Reference: May 2023
Function/Department	Whole School – CCA Department	Location: AIS
Manager Title	Head of Sport and CCA's	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

- Provide a positive image of the CCA program by providing opportunities to students to further enrich and supplement their educational experience at AIS.
- Provide administrative and reporting support to the Head of Sport and CCA.
- Building relationships with students, employees, and parents.

## Responsibilities

- Working collaboratively with Head of Sport and CCA.
- Assist in preparation of CCA schedules and employee assignments.
- Assist in CCA student survey preparation.
- Overseeing external CCA partners ensuring that vendors are delivering on AIS's expectations for the quality of provision and service that they provide to our community.
- Providing daily support to employees in the Early Learning Village and Lower Elementary school, co-ordinating pick-ups and drop-offs of students for CCAs.
- Monitoring and providing ongoing support to new and existing families using the SOCS system.
- Liaising with SOCS UK IT development team when technical issues arise, and necessary updates are required to allow an efficient management system.
- Overseeing CCA stipend allocations and time management sheets.
- Prepare whole school CCA/Sports Class List report, to ensure students get to the right activities.
- Provide timely communication and advice to students and parents in relation to CCA options and allocations.
- Set up and monitor waitlists.
- Maintain CCA database.
- Liaise with all employees to provide an effective channel and information flow about CCAs.
- Liaise with venue providers.
- Assist in CCA/Sporting functions/Camps as required.
- Assist in maintaining CCA intranet page.
- Work closely with accounting employees to oversee student CCA payments, and payments to vendors.
- Liaise with HR and contact new employees to AIS to assign suitable CCAs.
- Maintain database of all external instructors on MyCognita.com (internal database).
- Database management—set up all codes and timetabling in iSams (internal database).
- Work closely with rep sport to ensure that all activities have suitable employees, space and facilities.
- Check employee daily attendance and ensure all CCAs have coverage.



- Check CCA attendance to ensure adequate staffing and allocations.

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

- Administration experience working within an office setting essential.
- Experience in working in a multi-cultural setting preferred.
- Ability to communicate effectively to all stakeholders.
- Experience using SOCS desirable.

## Qualifications

- A minimum diploma or degree essential.
- Strong customer service skills essential.
- Experience in working with detailed spreadsheets, databases, and Microsoft Office essential.

## Contacts

- Direct reporting to Head of Sport and CCA.
- Liaise with teachers, parents, and students.
- External venue providers.

## Working Conditions

- School environment.
- Singapore based position; no regular travel required.
- Work efficiently and collaboratively in a 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**
- 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**



**Australian  
International  
School**

## **Job Description Form**

- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**