

**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	Executive Assistant to the Head of School, Principal, and Managing Director - Operations	Reference: May 2023
Function/Department	Operations	Location: AIS
Manager Title	Managing Director - Operations	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The Executive Assistant (EA) is tasked with assisting and supporting the Executive Leadership (Head of School, Principal, and Managing Director - Operations).

The EA has an integral role at the School to ensure the smooth running of the Executive Office. The EA provides high-level confidential administrative, organisational and secretarial support and is expected to work autonomously to represent the Executive Leadership to internal and external stakeholders.

Exceptional service and integrity are crucial to this role due to the high sensitivity of information managed. As the first level of support to the Executive Leadership of the School, establishing and maintaining priorities are essential.

## Responsibilities

**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.**

- **Executive Leadership support:**

- Plans, manages, and monitors the day-to-day operations of the Executive Leadership
- Scheduling meetings, calendar and other appointments
- Managing sensitive information in a confidential manner
- Organising and maintaining files and records in accordance with policies and procedures
- Coordination of various employee events
- Preparing and formatting information and communications for internal and external distribution
- Support in the preparation of meeting information and the recording of minutes of meetings
- Act as the primary contact between the Executive Leadership and parents
- Support the Executive Leadership with other ad hoc tasks

- **Academic Logistics support:**
  - Presenting all Academic Professional Development (PD) applications received and obtaining approvals from the Leadership committee
  - Discussing/ following up on the cost of travel and hotel for PDs that are overseas
  - Managing and coordinating administrative requirements pertaining to PD and other ad hoc events
- **Centre for Leadership and Learning (CILL) support:**
  - Minute meetings and distribute documents as required
  - Arranging course registration, travel and accommodation for external AIS employee PD
  - Maintaining PD and budget spreadsheet and producing reports, as directed
  - Liaising with Finance and vendors on all matters relating to employee PD
  - Administration of internal and external professional learning events
  - Assisting with management and overseeing internal and external events and workshops
  - Managing travel and accommodation for visiting speakers and consultants
  - Liaising with AIS employees, external partners, clients and suppliers in relation to training programs
  - Processing applications for professional learning, including liaison and communication with key stakeholders and leaders
  - Maintenance of employee evaluation and professional learning databases; including employee professional learning plans and relevant documentation
  - Maintenance of Centre for Leadership and Learning databases, including registration, attendance, program and workshop descriptions, presenter details and other documentation related to the accredited provision of professional development

## Position Requirements

- Ability to represent the Mission, Vision and Values of the School
- Ability to maintain confidentiality and exercise extreme discretion
- Ability to deliver outstanding customer service to key stakeholders of the school
- Ability to manage high volume workflow and deadlines
- Ability to independently problem solve
- Exceptional interpersonal skills
- Exceptional English written and verbal communication skills
- Sensitivity to cultural needs
- Demonstrated office management skills, including Google and a willingness to learn new systems and embrace current systems
- Manage access to the Executive Leadership by triaging the purpose of meetings

## Qualifications

- Diploma/Degree in Business Administration or equivalent preferred
- Minimum 5 years of experience in Executive Assistant and Administration support in a high functioning and multicultural environment preferred
- Strong knowledge of Microsoft in Outlook, Excel, PowerPoint, Word, as well as Google preferred
- Ability to speak a language other than English desirable

## Contacts

- All AIS Employees
- AIS Senior Leadership
- Parent's Association (AISPA)
- Community stakeholders including parents
- Cognita Regional Employees

## Working Conditions

- Individual contributor working as part of a team
- Fast paced and dynamic work environment with multiple demanding priorities
- Office location within a school environment at Lorong Chuan
- Presence on campus during school term is essential

## Terms of Employment

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- 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**