

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	Daily Operations Coordinator	Reference: February 2024
Function/Department	Whole School	Location: AIS
Manager Title	Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- To oversee the daily operations of staffing cover needs with the and classroom allocation for all campuses.
- Collaborating with cross-functional teams and identifying and resolving operations issues.
- Team management, process optimisation and aligning operational goals with school wide objectives.

Responsibilities

Staff Absence Management

- Daily communication with staff and relief team on cover requests via texts, calls and emails either in advance or by 06:30am on the day of absence.
- Works with the Heads of Years and Secondary Leadership Team to track and monitor staff absences.
- Coordinates leave of absences with all relevant parties to include: Management, HR and Payroll.
- Accountable for the placement of relief staff in sub-school campuses where cover is needed. Constant contact is required with substitutes to provide sufficient cover.
- Implement and provide the day-to-day cover requirements of the school in line with the school cover policy.
- Maintain and produce relief staff statistics for reports and other statistical analysis where required.
- Clear communication with staff on cover arrangements and lesson plans.
- Work with Academic Strategy Team to support cover relating to absence due to professional development.

Room Management

- Liaise with the Exams Team to ensure that rooms for exams are allocated appropriately.
- Rostering of Study Supervision during exams in room allocation.
- Daily emails to students on room changes who do not received auto notifications from the cover management systems (iSAMS).
- Room allocation for events.

School Calendars/Logistics

- Chair and record minutes of weekly Logistics meetings, publishing these to all members of the committee with updated approved events.
- Responsible for the effective administration and coordination of a variety of school events via the iSAMS calendar with strong communication with the event organiser.

- Maintaining the school calendar with all approved events.
- Oversee, coordinate, and approve all venue bookings around the Lorong Chuan site for all three schools.
- Working with the Principal and Managing Director.

Relief Staff Payment Forms

- Daily booking of relief staff on booking site for payroll purposes.
- Accurately complete signed Relief Payment Forms for monthly payroll.
- Handing and collating of forms to the Payroll Specialist for payment.

General Enquiries

- Answer all enquiries and provide information to the operations office in a timely manner.
- Inform the relevant line managers of actions taken and alert them of urgent matters that require their attention.

HR Function

- Work closely with the Relief Pool HRBP, maintain the database to ensure there is a steady pool of qualified staff.

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

- High attention to detail
- Intermediate – Advanced level of Microsoft Excel and Word
- Excellent communication skills
- Confidentiality and discretion essential
- Excellent time management skills
- Ability to work autonomously
- Ability to multitask
- Ability to liaise professionally at all levels
- Ability to manage the Relief Pool and provide construction feedback on their performance
- Ability to hold difficult conversations

Qualifications

- A-level minimum
- Diploma of Degree qualification advantageous
- Data Management/Timetabling/Scheduling/Diary Management preferred



Contacts

- Whole School

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

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: **6:30am – 3:30pm, Monday to Friday**
- Annual Leave: **Hybrid 11 weeks Paid School Holiday.**
- 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**