

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	Sub School Secretary	Reference: February 2025
Function/Department	Elementary	Location: AIS
Manager Title	Head of Elementary	
Position Type	Permanent	
Position Status	Full-time	

## Position Objective

- To assist the Assistant Heads of Sub School and all associated Sub School staff

## Responsibilities

- Establish & maintain online filing systems for all correspondence
- Maintain office supplies as required
- Ensure completion & submission of all forms e.g. Variation to Routine forms, staff Leave forms, laundry requests etc
- Order business cards and badges for staff as required
- Maintain a supply of Student Leadership Badges
- Roll marking: Mark explained absences as parents' email, follow-up on unauthorised absences, ensure all rolls are marked daily
- Prepare the ICA Attendance Report at the end of each month
- Maintain all Emergency Evacuation staff attendance lists, vests, class domes, walkie-talkie
- Respond & attend to student, staff & parent inquiries via email or phone; serve as a liaison with other departments
- Provide secretarial support to Sub School Staff
- Welcome all casual relief teachers & provide support as required
- Prepare Early Leaver forms and pass to parents at the specified date and time of student collection
- Assist in the preparation & distribution of student reports, printing of report letters, maintaining a supply of envelopes & academic folders, printing envelope labels & uploading to archive
- Meet & greet prospective families & visitors to the Sub School, conduct parent tours when required
- Arrange printing/photocopying/distribution or emailing of all Sub School letters & booklets to parents
- Coordinate submission of purchase requisitions & all petty cash claims & prepare purchase requisitions for items
- Arrange a schedule of student photographs for new students upon arrival
- Prepare student Certificates of Enrolment as requested
- Prepare & assist in coordination of special Sub School events & prepare packages of information etc

### Administrative Support to Assistant Head of Sub School

- Manage the calendar & schedules, screening callers & arranging appointments, meetings, as directed
- Maintain enrolment appointments & follow up on student start date with class teachers & assistants
- Prepare all Enrolment packages in preparation for meeting of new students
- Update all contents of Enrolment Meeting packages as needed
- Assist in preparation of staff, parent & student booklets, & other publications (including PowerPoint presentations)
- Respond to public inquiries via telephone & in person with visitors to the Assistant Head of sub school office

### Responsibilities within the Administration team

- Attend scheduled meetings, PD and training sessions
- Attend Briefings weekly
- Provide support to members of the team, as directed by Admin Manager

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

- Attention to detail
- Intermediate to Advanced Level Microsoft Office experience Excellent communication skills
- Excellent time management skills
- Ability to work autonomously
- Keep up to date with differing curriculum & procedures
- PC Literate
- Database Management
- Timetabling/Scheduling

### Qualifications

- Minimum A'level/Diploma

### Contacts

- All AIS Elementary School employees
- Different departments in AIS
- HR Team
- Vendors

### Working Conditions

- Country role
- Individual contributor working as part of a HR team
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at 1 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: **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**