



Stamford American
INTERNATIONAL SCHOOL
JOB DESCRIPTION

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	CCA Administrator	Reference: 050221
Function/Department	CCA	Location: Stamford Woodleigh Campus
Manager Title	Athletics and CCA Director	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The CCA (Co-Curricular Activities) Administrator is responsible to construct and manage CCAs for Stamford American International School (SAIS) to ensure that student offerings are complete, current, and meet the expected standards of SAIS. Additionally, the role requires managing the day-to-day operations of the CCA program at the Woodleigh campus.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance where a child is suffering, or is likely to suffer, significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third-party services.

Primary job functions include but are not restricted to the following:

- Overall responsibility of the CCA program, development and implementation
- CCA day-to-day logistics and point of contact
- CCA Master Sheet information, coordination and recommendation
- CCA Teacher email inbox management
- Teacher/Staff management, communication and CCA allocations
- Email, phone and walk-in communication
- Updating myStamford Faculty webpage
- CCA brochure construction
- Procure CCA vendors and negotiate terms of contract and payment
- Transport vendor communication
- Coordinating and organising meetings and events
- Booking of rooms/venues and equipment
- Ordering CCA materials
- Financial and CCA files records, reports and updates
- CCA Director's orders related to CCA

CCA Design

- Ensure the selected programs are of the highest quality and value to the participant
- Balance program across grade levels, CCA categories, and days
- Input all relevant data into the online program platform

Instructor Coordination

- Select instructors and support with the skills necessary to execute the course
- Maximize the teacher CCA requirement
- Administrate the CCA risk assessments, vendor requirements, and contracts



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Budget

- Manage instructor costs in line with budget
- Overall responsibility for ensuring budget adherence
- Assist with stipend calculation

Transport

- Work with Stamford Transport Vendor to ensure transport for CCAs is aligned and coordinated
- Coordinate the CCA bussing communications with all relevant stakeholders

Communications

- Liaise with parents, teachers, staff, vendors and all appropriate stakeholders in an agreed time frame. Other tasks as appropriate
- Coordinate all CCA planning and timeline with ELV campus CCA Administrator

Position Requirements/Key Attributes

- At least two years of relevant experience in a similar administrative role
- Strong organizational and communication skills
- Willingness to develop and grow a program
- Ability to work in a multicultural, fast-paced, evolving environment
- Proficient in Excel, PowerPoint, Google Suite, and email systems
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Accredited Degree/Diploma of a relative discipline

Contacts

- CCA Director, Parent Coordinator and ELV CCA Administrator
- SAIS Teachers
- Human Resources
- Finance
- External service providers
- Transport Office
- Facility/Security Team
- Parent Helpdesk
- ES, MS School Secretaries
- Safeguarding Manager

Working Conditions

- Duties performed within a school environment
- Will be required to work independently and as part of a collaborative team

Terms of Employment

- Working Hours 9:00am – 5:00pm, Monday to Friday
- Annual Leave 21 working days
- Medical Benefits: Local medical insurance provided the applicant is not currently covered • Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave (including the sick leave) • Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required