



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	Academic Records Support (February – August)	Reference: JAN2024SSD
Function/Department	High School	Location: Stamford
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Academic Records Support position supports the operations of the Academic and College Counselling Team and High School Registrar to ensure accurate and complete documentation is in place for all students. Under the direction of the High School Principal, performs a variety of clerical and support work involving both specific routines and focused aims. The Academic Records Support position works cooperatively with staff, students and parents, and performs other related duties as assigned.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to 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 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.

Supporting the Registrar and Academic & College Counseling Team

- Maintains accurate and complete student files and relevant documentation
- Updates school platforms with accurate student information
- Collates, reviews and processes 'new joiners' student transcripts. This includes communication with families during the student onboarding process, for new students at SAIS in addition to PCS graduates
- Processes regular updates to existing student records, including inputting historical grades in PowerSchool
- Completes credit checks for existing students, ensuring students are on track for graduation
- Contributes to annual reviews of student documentation, and maintaining accurate and updated student records
- Records documentation of credit recovery completion by students, on an ad-hoc basis

Miscellaneous

- Communicates in a positive and effective manner with all members of the school community
- Provides information over the phone or in person to parents, students or school personnel as appropriate
- Tracks and communicates progress in document and file review
- Completes relevant training for platforms and safeguarding
- Performs other administrative duties as assigned.
- Duties will be subject to periodic review to ensure they reflect the needs of the school as these change from time to time.



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Position Requirements

Knowledge and Skills

- Knowledge of Google Suite
- Excellent interpersonal communication skills.
- Proficient in using computers

Personal Qualities

- Willingness to take on additional responsibilities as assigned.
- Have a sense of humor.

Qualifications

- Some experience of administrative work
- Written and oral fluency in English a must
- Written and oral fluency in Mandarin highly desired
- Knowledge of Google Suite and Microsoft Office (Word, Excel, Powerpoint)

Contacts

- Secondary School Principals, Registrar and Academic & College Counselors, Dean of Students, Programme Coordinators
- Secondary School parents and students, and Admissions Office.

Working Conditions

- School Environment
- Working hours 8am to 5:00pm, Monday to Friday, plus occasional staff meetings and trainings

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: Pro-rated (February – August)
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: Pro-rated (February – August)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.