



**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: FEB2023CCA
Function/Department	Athletics	Location: Stamford ELV Campus
Manager Name & Title	Athletics & CCA Director	
Position Type	Fixed Term	
Position Status	Part time at 60% utilization	

### Position Objective

The CCA (Co-Curricular Activities) ELV (Early Learning Village) 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 parents and children. Additionally, the role requires managing the day-to-day operations of the ELV CCA program in conjunction with the main campus CCA team.

### Responsibilities

**The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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 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, to the Superintendent, or to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

- Primary job function functions are not restricted to the following:
- Overall responsibility of the ELV CCA program, development & implementation
  - Quality control of ELV CCA sessions and evaluation
  - ELV CCA day to day logistics and point of contact
  - Design of ELV CCA online registration platform
  - Design of Teacher ELV CCA online registration platform
  - Booklet construction, proofing and publishing
  - Venue allocation, coordination and recommendation
  - ELV CCA and CCA Teacher email inbox management
  - Management of ELV CCA staff admin
  - Teacher management, communication and ELV CCA allocations
  - Respond to parents’ enquiries through email, phone and walk-in
  - Registration Allocations
  - Update myStamford and CCA notice board communications for parents
  - Procure ELV CCA vendors and negotiate terms of contract and payment
  - ELV CCA bus logistics and the school transport vendor communication
  - Coordinating and organising meetings/events
  - Conducting campus visits, orientation, and information sessions



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- Booking and setting up rooms/venues and equipment

### CCA Design

- Ensure the programs we have selected are of high quality and value to the participant.
- Balanced program across grade levels and CCA categories
- 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

### Budget

- Manage instructor costs in line with budget
- Overall responsibility for ensuring the project stays within budget

### Transport:

- Work with Stamford Transport Vendor to ensure transport for CCAs is aligned and coordinated
- Work with ELV Transport Manager to ensure you have all necessary details to coordinate busses
- Coordinate the CCA bussing communications with all relevant stakeholders

### Communications

- Liaise with parents, teachers, staff, vendors and all appropriate stakeholders in agreed timeframe

### Other tasks as appropriate

Liaise/work with CCA Team at Woodleigh campus

## Position Requirements/Key Attributes

- 2 to 3 relevant experiences in a similar administrative role
- Strong organization skills
- Willingness to work with a new program that will require significant iteration and change as it matures
- Strong communications skills
- Ability to work in a fast paced, evolving environment
- Proficient in MS, Excel and PowerPoint and Google Suite
- Able to work in a multicultural, fast paced environment
- Demonstrates the Stamford Values - Integrity, Courage, Ingenuity and Compassion

## Qualifications

- Accredited Degree/Diploma in any discipline

## Contacts

- SAIS Teachers
- External service providers
- CCA Coordinator
- Woodleigh CCA team
- ELV Transport Manager
- ELV Facility/Security Team
- Early Years School Secretary
- Swim Hub Coordinator



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### **Working Conditions**

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

### **Terms of Employment**

- Working Hours: 9:00am – 5:00pm, Monday, Tuesday, Thursday
- 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