



**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 Coordinator	Reference: SEP2023CCA
Function/Department	Athletics & CCA	Location: Woodleigh Campus
Manager Title	Head of Student Activities	
Position Type	Permanent	
Position Status	Full Time	

### Position Objectives

The CCA (Co-Curricular Activities) Coordinator is responsible for administering and monitoring a variety of aspects of the CCA program for Stamford American International School (SAIS). The role requires managing the day-to-day financial operations of the After-School Activities (ASA), overall management of the Lions Academy programs, assisting with the coordination and communication of the CCA program, and working effectively with the student activity information management system.

### 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:

#### CCA Finance Management

- Manage Fees menu in SchoolsBuddy.
- Review and process reimbursements and refunds.
- Manage accounts receivable and accounts payable.
- Create financial reports when needed.
- Other finance roles, as required.

#### Lions Academies

- Liaise with Academy vendors on logistics, schedules, seasonal registration, and practicalities.
- Assist in the management and organization of competitions/events/practices.
- Manage the day-to-day operations of the Academies: student rosters, ensure attendance is taken, add / remove participants, troubleshoot as needed.



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### Student Activity Information Management System

- Assist with inputting data into the online system.
- Assist with the management of CCA files, records, reports and data.

### CCA Coordination and Communication

- Managing the expectation of the ASA experience, including parent feedback and emails.
- Share weekly updates / articles in the newsletter.
- Collaborate and assist the CCA Administrator.
  - Track and assist with ASA submissions.
  - Account for resources/venues availability.
  - Cancel activities when minimum registration is not met.
  - Reallocate student submissions as needed.

Other tasks, as appropriate.

### **Position Requirements/Attributes**

- At least two years of relevant experience in a similar administrative role.
- Understanding of Diversity, Equity, and Inclusion concepts.
- Strong organizational and communication skills.
- Finance background.
- Willingness to develop, collaborate, and show initiative.
- 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 in any discipline

### **Contacts**

The job holder will develop and maintain effective working relationships with:

- CCA Director, Head of Student Activities, ELV and Woodleigh CCA Administrators
- SAIS Teachers
- Human Resources
- Finance
- External service providers
- 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



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### **Terms of Employment**

- Working Hours 8:00am – 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: 60 days hospitalization leave including 14 days sick leave.
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Commencement date: November 2023

*SAIS 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, SAIS' holding 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.*

*We regret that only shortlisted candidates will be notified.*