



**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	High School Attendance Manager and Office Assistant	Reference:
Function/Department	High School	Location: Stamford Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

**Position Objective**

High School Attendance Manager and Office Assistant develops and implements attendance policies and procedures in accordance with school and CPE regulations and supports the operation of the High School Office Suite. Under the direction of the Academic Counselors and Dean of Students, the IBDP/AP and MYP Coordinators, Registrar and the High School Secretary, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures. High School Attendance Manager and Office Assistant greets and interacts with the public, 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 the students’ 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 that a child is suffering or 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 Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

**Major Areas of Responsibility**

**Attendance Manager**

- Develop and implement attendance policies and procedures in accordance with school and CPE regulations
- Monitor student attendance records and generate reports to identify trends and areas of concern
- Work with school administrators, teachers, and support staff to develop and implement intervention strategies for students with attendance issues
- Communicate regularly with parents and guardians regarding their child's attendance, including attendance-related policies and procedures, and available resources
- Assist in coordinating and implementing truancy prevention and intervention programs



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- Collaborate with Dean of Students and Heads of Grade to provide information and support for students with attendance issues
- Maintain accurate and up-to-date attendance records in the school's database
- Participate in professional development opportunities related to attendance, truancy prevention, and intervention

### **Office Assistant**

- Administrative support in the High School Office for 800 high school students, 90 teachers and 10 administrators.
- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations of the Counselling and IB office;
- Provide administrative assistance to the high school counselors, Curriculum Coordinators and Office Secretary
- Prioritize and schedule work and assignments to assure efficiency and effectiveness and meet established timelines;
- Upload student data to Cialfo, PowerSchool, ManageBac and IBIS systems
- Communicate in a positive and effective manner with staff, administration, students, parents and/or visitors;
- Coordinate the office, acting as receptionist, and contact and reference source for staff, students, parents and the public;
- Provide information over the phone or in person to parents, students or school personnel as appropriate;
- Help facilitate office and general school supply purchase orders; receive, store and distribute supplies and office materials; help maintain materials and equipment inventory;
- Make photocopies, file, distribute mail, etc; and
- Perform 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.**

### **Position Requirements**

#### **Knowledge and Skills**

- Bachelor's degree, Social Work, or a related field
- At least 2 years of experience in education, social work, or a related field
- Excellent communication and interpersonal skills
- Ability to work collaboratively with school staff, parents, and students
- Knowledge of attendance policies and regulations
- Strong organizational and record-keeping skills
- Familiarity with student information systems and databases
- Ability to maintain confidentiality and handle sensitive information with discretion
  
- Knowledge of Google Docs and spreadsheets
- Excellent interpersonal communication skills.
- Proficient in using computers.



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### **Personal Qualities**

- Desire and ability to work with teenagers;
- Willingness to take on additional responsibilities as assigned.
- Have a sense of humor.

### **Qualifications**

- Minimum of five years as a secretary or personal assistant;
- Written and oral fluency in English and Mandarin;

### **Contacts**

- High School staff.
- High School parents and students, Parent-Teacher Association (PTA).
- External resource vendors.
- Safeguarding Lead

### **Working Conditions**

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

### **Terms of Employment**

- Medical Benefits: Medical insurance
- 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

*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.*