



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	Secretary - English Language Acquisition (PCS & EAL)	Reference: AUG2024EALPCS
Function/Department	EAL and PCS	Location: Stamford
Manager Name & Title	PCS Principal and Director of EAL, Bilingual & Home Languages	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Secretary works with the Director of EAL, Bilingual & Home Languages and PCS Principal, to provide administrative assistance and support for the effective and smooth running of the work of these two programs.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom the employee comes into contact will be to adhere 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, he or she 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.

Curriculum and Professional Learning Duties

- Support the management of the annual curriculum budget, serving as liaison between teachers, divisions, and the Finance Department.
- Organize and manage updates of curriculum records, in collaboration with IB Coordinators and PCS Curriculum Lead
- Organize and update the EAL & PCS Office files, including Google Drive archives.
- Maintain professional calendars and schedule team meetings as needed.
- Maintain accurate and thorough records of Professional Learning activities, including budget records, participant lists, available opportunities, applications and approvals, acquisition and distribution of materials, and certificates of completion.
- Schedule training sessions.
- Help to organize conferences or events
- Make travel and logistical arrangements for visiting presenters and experts
- Assist in the development of registration procedures.
- Manage timely registrations for Professional Learning activities as appropriate.
- Manage communications related to Professional Learning, such as reminders for registration deadlines, available opportunities, approval/non-approval of experiences, and staff and community notifications.



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- Facilitate historical documentation (photos, video) of Professional Learning experiences for accreditation, marketing, and other purposes.
- Support other members of these two teams on a project basis, as assigned and subject to availability.

Data management

- Maintain high standards when managing confidential information and complying with school's data protection procedures and requirements.
- Perform data collection/generate reports; such as pulling reports/data on students and/or staff, or liaising with relevant school personnel as needed
- Complete data entry in the Power School and Dynamics systems
- Produce reports regarding key data used to track student progress

Administrative Duties

- Answer phones and follow up on messages and further action
- Manage staff information updates in relevant school portals
- Assist in preparation of staff, parent and student booklets, and other publications
- Maintain employee files-Performance evaluation, classroom observation, goal setting etc
- Collect and distribute general mail and file for attention as appropriate
- Book travel, flights and hotels, for the Director of EAL and the PCS Principal and members of their teams as requested
- Provide support – scanning documents, making copies, creating spreadsheets, collecting data
- Maintain office supplies
- Raise orders/initiate purchase requisition and input onto school's financial system; Ordering textbooks
- Copy and distribute documents/forms signed by managers, including but not limited to, invoices, PD forms etc.
- Assisting with hiring process by scheduling interviews, carrying out reference checks, copying applicant's information for interviewees and compiling of documents to process hiring
- Event management that involves but not limited to-booking calendar, booking space, making catering arrangements, arranging AV facilities etc. It may include-arranging attendance sheets, completion certificates, and organizing appropriate stationary and printing materials for sessions
- Access and manage student and teacher data across multiple platforms
- Carry out other duties and tasks as reasonably directed

Registrar Duties

- Creates and maintains the Secondary School Master Schedule.
- Creates hard-copy files for EAL and PCS Divisions
- Helps to manage student records
- Helps with Teacher and Student schedules in conjunction with the Curriculum Lead
- Helps with report card and trimester report generation and other responsibilities as needed.
- Coordinates the Parent-Teacher Conference and Back to School Night schedules,

Position Requirements



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- At least 5 years of administrative experience in a similar role
- Working experience in an international or MNC setting is preferred
- Ability to multitask, collaborate well, work independently, and complete projects without close supervision
- Excellent IT skills and quick learning curve with new technologies and platforms, including Excel or Google Sheets
- Experience managing or supporting the creation and tracking of budgets
- Meticulous, resourceful, and patient
- Excellent oral and written English
- Very organized, with an eye for detail
- Good interpersonal skills
- High level of professionalism, with the ability to be discreet and maintain confidentiality at all times
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Diploma or Degree

Contacts

- Direct reporting to Director of EA and the PCS Principal

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects and to support school-related events may be required.

Terms of Employment

• Working Hours	8:00 am – 5:00 pm, Monday to Friday
• Medical Benefits	Medical insurance provided where applicable
• 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

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.