

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	Registrar and Personal Assistant to Divisional Principal	Reference: 220607
Function/Department	Secondary/ Administration	Location: Hong Kong
Manager Title	Secondary Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The role is to provide comprehensive administrative assistance to the university guidance counselor, IB Diploma Coordinator and leadership team in secondary school. She/he is the main point of contact for all matters relating to transcripts, reports and university administration processes. The position also provides administrative support to the Divisional School Principal in relation to all divisional matters and other activities required for the effective and smooth running of the School's Operations.

Responsibilities

Registrar roles

- Track and maintain credits and transcripts for all new and existing students
- Coordinate the registration and administration of SAT and ACT exams
- Help manage the Cialfo university platform
- Communicate with university admissions representatives under the guidance of the counselor
- Facilitate IB DP records and registrations as directed by the IB DP Coordinator
- Manage all meetings and calendar for the Secondary Principal, University Guidance Counselor, IB Diploma Coordinator
- Promote university and guidance services and information within the Stamford community
- Support the university guidance team and Secondary Principal with events including webinars and coffee mornings
- Maintain university guidance, careers and other secondary school displays within the school
- Be a point of contact for the admissions team
- Assist with secondary school attendance
- Carry out any other administrative duties as directed by the University Guidance Counselor, IB DP Coordinator and Secondary Principal

Administration:

- Handling diverted telephone and email enquiries from parents and inform the staff concerned accordingly
- Organize and schedule meetings and appointments
- Organize school/office operations and procedures
- Coordinate with IT department on all office equipment
- Provide general support to parents and other visitors
- Provide operational and general administrative support for grade divisional activities and processes
- Update school/ grade divisional related activities in school system calendar
- Collect mail and distribute to staff
- Prepare and distribute agenda and minutes for the Faculty Meeting and All Staff Meetings
- Provide assistance for new students and families
- Liaise with other PAs and school administrative staff to ensure the effective and smooth running of the School's Operations
- Ad-hoc support in activities and events – e.g. fire drills

Management:

- Manage stationery supplies for grade division and teachers
- Manage filing, documentation, printing of documents, claims
- Maintain supplies as required

Attendance Manager:

- Monitor and manage attendance – with teachers, parents, students, sub-teachers, compliance & supervisor
- Collect daily attendance records and report to Compliance on a monthly basis

PA to Divisional School Principal:

- Manage the Divisional School Principal's calendar and schedules, screening callers and arranging appointments, meetings, as directed
- Manage travel arrangements
- Manage filing, documentation, printing of documents, claims
- Provide secretarial and support services to the Divisional School Principal
- Admin support for Teacher's Observation Process and Hiring Process

Position Requirements

- Good interpersonal and collaboration skills
- Able to work independently with little or no supervision
- Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people
- Excellent time management skills and ability to multitask and prioritize work
- Excellent written and verbal English and Chinese
- Ability to speak Mandarin is a benefit
- Proficiency in computer skills

Qualifications

- At least 2 year of related working experience

Contacts

- Head of School and Secondary School Principal
- Regular interactions with staff, students and parents

Working Conditions

- School Environment
- Will be required to work independently and as part of a collaborative team effort
- Working hours 7.00am to 4.00pm, Monday to Friday, plus occasional extended working hours to complete some projects and to support school-related events may be required

Terms of Employment

- Annual Leave: 15 working days
- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he 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, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.