

LOCATION	Dover Court International School - Singapore	
JOB TITLE	Academic and Executive Administrative Officer	
JOB PURPOSE	To provide administration and support for the academic functions listed below	
REPORTING TO	Secondary Headteacher and Secondary Senior Leadership Team	
DIRECT REPORTS	None	
OTHER KEY RELATIONSHIPS	Senior Leadership Team, Executive Leadership Team, Teachers, Data Base and Examinations Officer	
PACKAGE	Admin pay scale	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Academic Reporting</p> <ul style="list-style-type: none"> To set up, produce and maintain the school academic reporting system. This includes the termly school report for every student and reports for each assessment period. To ensure reporting structures meet the agreed school calendar deadlines. Support Senior Leaders with reporting procedures. Create and maintain reporting cycles and templates in iSAMS, using SQL. Resolve technical difficulties and support teachers to ensure completion of student reports. Check that reports are accurately completed once teacher input is finalized. Coordinate the final publication of reports to the parent portal online. Complete the teaching sets for the Primary School in iSAMS. 	<p>Academic reports are produced to meet deadlines, with accuracy and efficiency.</p> <p>Senior Leaders are supported with technical assistance for reporting procedures.</p> <p>Reports and templates are kept up to date to meet the needs of the school.</p>	
<p>Administrative Support</p> <ul style="list-style-type: none"> Administrative support for the Secondary Senior Leadership Team. Working across the leadership team to support with tasks related to data management, ISAMS, attendance, cover, teaching sets, communications, and other ad hoc administrative tasks. Manage the Deputy's / Assistant Head of School's calendar/diary efficiently. Support with implementation and maintenance of an organised administration system for the Secondary school office. Assist with the administration of Staff, Pupil and Parent Surveys; Support with the maintenance of an effective filing system for pupil records; and 	<p>Valued member of the academic team and organisation.</p> <p>Can be relied upon for timely and accurate completion of administrative tasks.</p>	

<p>to perform tasks assigned by the line manager as and when required.</p>	
<p>Exams</p> <ul style="list-style-type: none"> • To provide administrative assistance to the Examinations Officer in preparation for all internal and external examinations • To support the Examinations Officer in ensuring that external examinations are run efficiently and in accordance with regulations so as to enable all students to succeed. • To support the Examinations Officer in the distribution of results and certificates. • Support in organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations. 	<p>There are no administration barriers to students' ability to achieve the grades of which they are capable.</p> <p>All procedures are conducting within the regulations of the examination boards and this is verified through successful external inspections.</p>
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan ▪ Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other PD meetings and keeping up to date with the latest procedures and regulations for IGCSE and IB examinations. 	<p>Valued member of the academic team and organisation</p> <p>Examinations are conducted within the latest procedures and regulations</p>
<p>Other</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's 	<p>Valued member of the team and organisation</p>

<p>commitment to invest in staff as the key resource in the organisation</p> <ul style="list-style-type: none"> ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Principal ▪ Willingness to undertake appropriate child protection training when required ▪ Know and understand the school's Safeguarding procedures and who to report concerns to 	
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PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree	Desirable
Experience / Knowledge	
▪ Good working knowledge of Secondary School structures	Desirable
Skills	
▪ High level of IT competence	Essential
▪ Use of iSAMS and Managebacc	Desirable
Personal Attributes	
▪ Organised	Essential
▪ Excellent interpersonal skills	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of Humour	Essential

Other Conditions

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Singapore.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.