

LOCATION	Dover Court International School - Singapore	
JOB TITLE	Academic Support Officer	
JOB PURPOSE	To provide administration and technical support for the academic functions listed below.	
REPORTING TO	Principal and Secondary Headteacher	
DIRECT REPORTS	none	
OTHER KEY RELATIONSHIPS	Senior Leadership Team, Executive Leadership Team, Teachers	
PACKAGE	Admin pay scale	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
Exams <ul style="list-style-type: none"> • Ensuring that external examinations are run efficiently and in accordance with regulations so as to enable all students to succeed • Arranging external examinations for non-curriculum subjects, including community languages. • Overseeing the checking and distribution of certificates. • Liaising with Subject Leaders to ensure that entries for IGCSE and IB examinations to CIE and the IBO are submitted in advance of deadlines. • Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations. • Providing a centre timetable to include dates, times, venues, invigilation and number of candidates. Resolving examination clashes through alternative arrangements. • Collecting and despatching worked scripts in accordance with the regulations. • Collecting and despatching coursework and predicted grades for IGCSE and IB in accordance with the regulations. • Processing enquiries about results and requests for return of scripts. • Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate. 	There are no administration barriers to students' ability to achieve the grades of which they are capable.	
iSAMS <ul style="list-style-type: none"> • Administrative set-up for the Academic Year – rollover, activation of new students, archiving former students, assigning houses, class/forms • Academic set-up for Academic Year – update HR (new teachers, archiving formers, account 	iSAMS is used comprehensively by all stakeholders as a regular part of their day	

<p>clean-up), setting up forms/school management module of iSAMS, assigning teachers to classes, updating departments</p> <ul style="list-style-type: none"> • Reporting module - set-up/ ongoing/ troubleshooting and supporting Progress Leaders with Reports / Sets in Teaching Manager / Mark books / Tracking • Data management - archiving backup data every beginning/ending of term • Troubleshooting - login issues, loading/browser support, ad hoc issues, liaising with iSAMS helpdesk • Training – manuals, ad-hoc training for staff how to use • Exports – data export assistance for other departments for external agencies (ICA, MOE, MOM, CPE), management, teachers, custom reports • Registration - setting base configurations, term dates, support for exporting of reports on attendance, troubleshooting support for Receptionists • Additional Modules in iSAMS – learning, supporting, training of respective departments • Technical/Administrative assistance for other modules in Phase 2/Phase 3 • Web administrator for Parent Portal • Support for various modules within iSAMS • Launching (potentially) the new iTeacher, iParent and iStudent mobile iSAMS apps. • Ensuring iSAMS is compliant for SOX within school (with direction from Regional MIS Manager, etc) • Ensuring any interfaces to 3rd party applications is done in a secure, controlled manner and in compliance with any regulatory requirements 	
<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>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 commitment to invest in staff as the key resource in the organisation ▪ 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 	Valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree	Desirable
▪ Exam Board Training	Desirable
Experience / Knowledge	
▪ Good working knowledge of IGCSE and IB	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.