**About Cognita**

Launched in 2004, Cognita is an extraordinary community of diverse yet connected schools, spanning seventeen different countries. We share one common purpose: to deliver an outstanding holistic education that will enable our students to thrive in a rapidly evolving world. With over 100 schools in Asia, Europe, Latin America, the Middle East and the United States, we employ 18,000 teaching and support staff in the care and education of more than 90,000 students.

Our schools provide a truly holistic education based on rich and varied experiences that focus on social, emotional, physical and cognitive learning. This results in excellent academic outcomes for our students, who are also equipped with the agency, adaptability and positive attitudes to set them up for success in our fast-changing world.

We now have an exciting opportunity for an Education Team Administrator to join our team reporting into the Head of Group Education Insight and Projects.

**About the role**

Reporting to the Head of Group Education Insight and Projects, the Education Team Administrator will be responsible for providing comprehensive administrative support to the Group Education team. Their work will involve connecting with Cognita regional and school teams to ensure the seamless organisation of education related processes, including with regards to safeguarding and Health & Safety, student and staff initiatives and global education team meetings.

Due to the nature of the role, there is a requirement to be willing to work from the Central London office a minimum of 2 days per week.

The Education Team Administrator will be responsible for:

* Managing all administration activities and communications with Cognita’s partner organisations in relation to bespoke programmes for Cognita students and staff teams.
* Managing all administration activities relating to Cognita’s system for safeguarding and Health & Safety reviews, through close partnership with trusted independent consultants.
* Managing all administration activities necessary for effective internal collaboration between members of Cognita’s Global Education Team, ensuring comprehensive support is provided for relationship-building between education colleagues around the globe.
* Document management, including ownership and administration of SharePoint sites.
* Raising purchase orders and invoice processing.
* Collating and distributing documents, reports and newsletters.
* Organising team travel and reviewer travel (where necessary), events and socials.
* Scheduling education team meetings, preparing and circulating papers and actions.
* Providing ad-hoc administrative support to the global education team in relation to any projects, developments or recruitment activities.
* Expertly manage communications with Cognita school and regional teams on behalf of the global education team, building strong relationships and ensuring seamless and timely support where necessary.

**Who we are looking for:**

To be considered for this role you will be an excellent administrator with varied experience supporting corporate or school teams. The ideal candidate would also have:

* Extensive experience providing administrative support in fast paced, global environments.
* Visible passion for education and an understanding of the importance of interacting with schools in a supportive manner.
* Proficiency in organising formal and informal meetings and diary management.
* The ability to work independently and as part of a global team.
* Excellent interpersonal and communication skills, both verbal and written.
* Confidence and gravitas to work with senior level stakeholders, both internal and external.
* The ability to be calm under pressure, adaptable, flexible and able to prioritise well to meet strict deadlines.
* High levels of self and team organisation with a strong attention to detail and accuracy.
* Advanced IT skills including Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint and Sharepoint).
* Experience of working in an education-related environment would be advantageous.

**Internal –** Group Chief Education Officer, Group Education Team, Regional Executive Teams, Schools and Executive & Personal Assistants.

**External –** Independent consultants, partner organisations, training and travel providers.