



BRIGHTON COLLEGE
(SINGAPORE)

Job Description Form

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Position Title	School Secretary (ELV)	Reference	9/12/2025
Function/Department	Operations	Location	BCS
Manager Title	Personal Assistant to Head of College	FTE	1
Position Type	Permanent	Position Status	Full Time

Position Objective

This role creates an exceptional first impression of the school as the first point of contact for all visitors, guests, parents, pupils and staff.

The position is expected to provide confidential, consistent and professional administrative and secretarial support for the effective and smooth running of the School's operations, particularly in support of the Head Master and new admissions to the school.

The position requires a high level of efficiency, flexibility and the ability to work under pressure and maintaining confidentiality is key.

Responsibilities

Administrative & Student Records

- **Attendance Management:** Manage and record daily student attendance for assigned Year groups.
- **Pupil Departure Documentation:** Prepare and issue Leavers Certificates and draft Parent and Pupil Leaving Letters.
- **Inquiry Management:** Handle and log calls for Pre-Prep Enquiries.
- **Parent Passes:** Manage the issuance of Parent Passes for current school parents.



- **Courier Management:** Manage FedEx (and other courier services), including preparing shipments, tracking incoming/outgoing packages, and processing necessary paperwork.
- **Lost & Found Management:** Maintain the Lost and Found items. Assisting pupils/parents at ELV with retrieval and managing the disposal of unclaimed items according to school policy.

Communication & Reception Support

- **Inbox Management:** Maintain the ELV Receptionist Inbox, ensuring timely response and routing of emails.
- **General Correspondence:** Draft, type, and proof-read general school correspondence, memos, and reports as directed.
- **Visitor Management:** Greet and direct visitors, parents, and students at ELV, ensuring adherence to school security protocols (e.g., signing in and out).
- **Telephone Operations:** Answer, screen, and forward incoming phone calls, taking messages as necessary.
- **Office Environment:** Keep the Reception Desk Clean and Tidy at all times to maintain a professional and welcoming front-of-house appearance.

Marketing & Event Support

- **Open Morning Preparation:** Assist with packing bags for Open Mornings and similar events (Work together with Irina)
- **Event Logistics:** Provide general administrative and logistical support for school events, assemblies, and parent-teacher meetings at ELV

Safety and Emergency Procedures

- **Emergency Attendance:** Be responsible for taking and reporting attendance (roll call) for all students at ELV and staff during fire drills and actual emergencies, following established school protocol.
- **Safety Documentation:** Maintain up-to-date records of pupils and staff records for Emergencies.

General Office Assistance

- **Manage other ad hoc administrative duties:** Monitor and order school and office supplies, ensuring all necessary materials are in stock.
- **Filing and Data Management:** Organize and maintain physical and electronic student and school records, ensuring accuracy and confidentiality.

Any other reasonable tasks as assigned by the school leadership team / Line manager

Position Requirements

Key skills & Experience:

- At least 5 years of administrative experience in a similar role.
- Excellent communicator and team player with diversity to serving the needs of a diverse population.
- Excellent English verbal and written communication skills with a sharp eye for details and proofing capacity for the Head of School and School publications.
- Proven experience of working in an international or MNC setting is preferred
- Experience of working with databases.
- Excellent organizational skills with particular ability to multi-task and prioritize work.
- Good interpersonal skills; the ability to communicate effectively with a wide range of individuals and to assess and diffuse confrontational situations.



- High level of professionalism, with the ability to handle sensitive and confidential matters with appropriate discretion
- Self-disciplined and with excellent time management skills to work to deadlines
- Willingness and ability to work flexible schedule, including occasional evenings & select weekends.

Technical skills

- Strong working knowledge of Word and Excel.
- Excellent IT skills (eg. Power Point, Publisher, Adobe X Pro, google drive and apple)

Qualifications

- Diploma or Bachelor's Degree preferred

Contacts

- Reports to Personal Assistant to Head of College
- Parents, Children, local relevant authorities, all staff and Cognita Leadership

Working Conditions

- School environment
- Working collaboratively
- Fast paced, 'start-up' work environment

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm Monday to Friday
- Annual Leave: 21 working days per annum (taken during school holidays)
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required

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.

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