

WHY JOIN COGNITA

When you join Cognita, you become part of a global community committed to making a lasting difference in education. We believe great schools are built by great people, and we're passionate about creating an environment where our colleagues can learn, grow and have a meaningful impact. Everything we do is guided by three shared mindsets:

WE GO TOGETHER

Cognita's strength comes from being a connected global community that learns, supports and succeeds together. No school, no leader, no team works best in isolation.

WE KEEP OUR PROMISES

Trust is earned through clear expectations, genuine accountability and consistently delivering what we say we will. Not occasionally. Consistently.

WE PUT SCHOOLS FIRST

Everything starts with the school. Every decision should be grounded in what improves outcomes for students, educators and the schools they belong to.

JOB TITLE: Talent Acquisition Executive

LOCATION: Asia/ SE Asia: Singapore, Hong Kong or Vietnam

CENTRE OF EXCELLENCE/DEPARTMENT: People and Culture

REPORTING TO: Head of Talent Acquisition – Education

ROLE OVERVIEW

Role purpose

The Talent Acquisition Executive is responsible for supporting the development of a strong and sustainable talent pipeline across Cognita Middle East schools and the regional team. The role focuses on sourcing, attracting, and engaging high-quality candidates, ensuring best-practice recruitment processes and an excellent candidate experience, while meeting all regulatory and safer recruitment requirements.

Operating in a fast-paced and competitive market, the Talent Acquisition Executive must be proactive, and able to think creatively to attract top talent.

Line Manages:

- None

KEY RESPONSIBILITIES

- Assist with sourcing, screening, and shortlisting qualified candidates for a wide range of roles across Cognita schools and the regional team, ensuring suitability and eligibility for regulatory approval.
- Utilise multiple sourcing channels including job boards, social media, internet sourcing, referrals, and direct search methods.
- Coordinate and support recruitment events such as job fairs, conferences, and employer branding activities.
- Maintain regular and professional communication with candidates, hiring managers, and internal stakeholders throughout the recruitment process.
- Ensure accurate and thorough candidate management using the applicant tracking system (ATS), tracking progress from application through offer stage.
- Support safer recruitment practices by maintaining accurate records and documentation in line with auditing requirements.
- Prepare recruitment-related reports and provide updates as required.
- Contribute to continuous improvement of recruitment processes and candidate experience.
- Support ad-hoc recruitment projects and tasks as required by management.

KEY STAKEHOLDERS:

- School Principals and Hiring Managers
- People and Culture Teams and Finance Teams
- Candidates and New Employees
- All Centres of Excellence

SAFEGUARDING & HEALTH AND SAFETY RESPONSIBILITIES

Culture: Positively contribute to Cognita's Health & Safety and Safeguarding culture, understanding that both Safeguarding and Health & Safety are everyone's responsibility, following all local procedures and promoting a positive and safe culture within the organisation.

Compliance: Ensure familiarity with all relevant Safeguarding and Health & Safety documents and procedures in your locality and uphold all responsibilities detailed within such documentation and this role profile.

Training: Meet all training expectations for your role as detailed within local documentation and within this role profile, ensuring engagement and timely completion of all Health & Safety and Safeguarding training that is issued to you and is relevant for your role.

Emergency Awareness: Be aware of the Emergency Response Procedures for your setting and ensure that you partake in mandatory drills and training exercises as required.

Line Management: Hold any direct reports to account for their Safeguarding and Health & Safety responsibilities via line management and, if required, disciplinary measures for compliance with local policies and the responsibilities detailed within their role profile.

Drive for Improvement:

Demonstrate a relentless commitment to the highest standards of Safeguarding and Health & Safety by actively enhancing your knowledge, undertaking additional learning where relevant for your role and contributing (as appropriate for your role) to Cognita's continual improvement in these areas, including when visiting Cognita schools or offices.

ROLE OVERVIEW

What you'll bring

ESSENTIAL	DESIRABLE
SKILLS - Working knowledge of recruitment policies, procedures and best practice. - Knowledge of HRIS systems and experience using Applicant Tracking Systems (ATS). - Excellent communication and interpersonal skills, with the ability to build rapport and deliver a positive candidate experience. - Strong attention to detail and organisational skills, with the ability to coordinate and manage multiple processes simultaneously. - Adaptability and flexibility to accommodate diverse needs and priorities.	
QUALIFICATIONS No qualifications specified.	
EXPERIENCE 2+ years' experience within a volume recruitment environment ideally within an education setting.	EXPERIENCE - Experience within an education setting. - Experience of the education market.

WORKING ARRANGEMENTS

- Ability and willingness to work flexibly across multiple time zones, as required.
- Hybrid working arrangement, with a minimum of four days per week in the office or schools.

Employee Acknowledgement:

I acknowledge that I have read and understood this Job Description. I understand that it outlines the key responsibilities and requirements of my role and may be reviewed and updated from time to time in line with business needs.

Employee Name:

Date:

Signature:

Cognita is committed to building diverse and inclusive teams that reflect the communities we serve. We welcome all qualified candidates regardless of background, and we're committed to making our recruitment process accessible.

Cognita is committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to detailed and enhanced preemployment clearance, including identity checks, criminal background checks for all countries lived in, qualification checks, employment checks to include an exploration of any gaps in employment, and satisfactory reference checks for all employment in the last 5 years.

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