

Insworld Institute is a Private Education Institution in Singapore, teaching local and international students a British-based curriculum that has been adapted to suit the needs of the international learner.

Insworld Institute focuses on teaching programmes leading to International GCSE (O-Level) and International A-Level qualifications. We work only with small class sizes (4-12 students), allowing us to meet the requirements of each individual learner.

Student Services Executive

Responsibilities

Cooperate with academic and administrative staff to ensure the effective operation of Student Services in the school. Duties will include

- Responsible for monitoring student attendance and absences in the school
- Manage process for student applications for school leave
- Assist academic staff to implement actions to improve student performance (including overall conduct and academic performance)
- Assist the Academic Management to implement all school rules and policies.
- Assist the Principal and academic staff to engage with parents to improve the conduct and performance of students.
- Liaise with other departments to improve communication regarding all aspects of student performance
- Plan and conduct extra-curricular activities, including devising a termly schedule and budgeting, organising and managing specific events
- Assist in the planning, preparation and execution of major school events such as the Student Prom, Graduation Day and Cultural Day
- Assist teachers to provide class cover in case of absences
- Perform data entry tasks on the school's Management Information System (MIS) and maintaining accurate records of ECA schedules to facilitate efficient administration and planning.
- Conduct and Generate surveys and other tools including analysis-generating applications to facilitate accurate feedback from staff and students on all aspects of school function and provision. Collating and assisting management to analyse results to identify trends and areas for improvement.
- Graphic Design and Communication-Designing visually appealing school brochures, activity flyers, certificates, email communications, and TV announcements to effectively convey important information and promote school events.

Requirements

- Minimum; GCE 'O' level or Diploma in in any discipline, with at least 2 years of experience
- Track record of working successfully with young people
- Excellent communication skills
- Ability to coordinate and collaborate with academic and non-academic staff
- Disciplined, self-motivated, adaptable and capable of showing initiative
- Able to handle communication with students and parents
- Able to manage sensitive and/or confidential information appropriately
- Good team player, with the ability to work with minimal supervision
- IT literate and proficient in MS Office applications

To apply, send a detailed resume with recent photo to: hrm@insworld.edu.sg

(We thank you for your application and regret that only shortlisted candidates will be notified.)