



PA/CORE/9/FORM/2A

INTERNAL VACANCY ANNOUNCEMENT

Title: Co-Curriculum Coordinator	Reporting to: Head of Prep
Section: Prep School	Duty Station: Prep School
Date of Issue : 9 th February 2026	Deadline Date: 20 th February 2026

Job Summary:

Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. The 21st century learning styles demand innovative, imaginative and competent persons with integrity and ability to multitask. The Academy is seeking an enthusiastic, flexible team player to provide high level of administrative support to the Prep School's co-curricular program

Responsibilities and Duties:

- Oversee and ensure the effective running of clubs, community service, charity and other extra-curricular activities in the school. policies procedures.
- Compile together the term's calendar of events and assist in giving technical assistance on School assemblies.
- To be part of a whole school team, actively involved in decision making on the preparation and development of relevant
- Ensure participation of the students in important local, national and international sporting and co-curricular events/competitions.
- To promote a one-academy approach in all extra curricular planning.
- Liaise with outside agencies with consent of the Head in a timely manner regarding times of activities, charges, locations prior to the term and during the term.
- Audit co-curricular activities regularly and report any issues/concerns to Head of Section.
- Book the venues and transport in advance. Be responsible for student safety when students leave the premises for participation in events.

Minimum Qualification:

• Education:

A Bachelor's degree required; Master's desired. (Diploma in Education and Administration Management in the relevant discipline will be an added advantage)

• Knowledge & Experience:

Proven experience of 3 years' in an educational setting (British National Curriculum)

• Skills & Competencies:

- Clear and professional communication skills and an ability to build relationships with a wide range of people within the School Community, including but not limited to, stakeholders, external agencies, students and staff;
- Strong attention to detail and ownership of tasks; organisational skills and the ability to plan, monitor and evaluate within tight deadlines;
- Pro-active approach to planning tasks and anticipating requirements of other staff, and students;
- Strong interpersonal, oral and written communication skills.

Application Process: Interested applicants who meet the above requirements should apply through the school website <https://forms.gle/M3XNvdB3HzGxBsQ78> not later than 20th February 2026.