

### Support Reception

- Greet students and visitors.
- Answer general inquiries via phone, email, social media or in-person.
- Assist with administrative tasks such as filing or organising student records.

### Support Marketing

- Take pictures and videos of students for social media during indoor and outdoor activities.
- Take pictures and videos of students during graduation.
- Assist with other ad hoc marketing tasks, such as research.

### Organise Weekly Packages for New Students

Prepare and organise packages every Friday for new students, including welcome materials, schedules, and relevant documents.

### Lead Student Activities (Indoor and Outdoor)

- Plan, organise, and lead fun and engaging activities for students (both indoor and outdoor).
- Adapt activities to suit different age groups and language levels.
- Encourage student participation and ensure a positive and interactive environment.

### Promote Activities

- Advertise upcoming student activities via email, posters, or social media.
- Share information with students about upcoming events and encourage participation.
- Help maintain a calendar of activities and events.

### Accompany Students during Activities

- Supervise students during activities to ensure safety and positive engagement.
- Provide guidance, support, and encouragement to students during group events.
- Ensure that all necessary equipment and materials are available for activities.