

## ADMINISTRATIVE EXECUTIVE

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## ANGLICAN PRESCHOOL SERVICES

### **ADMINISTRATIVE EXECUTIVE FOR ANGLICAN PRESCHOOL SERVICES**

Anglican Preschool Services (APS) is a faith-based preschool operator and an entity of the Anglican Diocese of Singapore. We operate 19 preschools including Little Seeds Preschool, St. Hilda's Kindergarten, St. James' Church Kindergarten, St. Paul's Church Kindergarten, and The Ascension Kindergarten.

We seek to bridge the Church and community through high quality, values-based early childhood education. We are dedicated to sowing seeds and transforming lives within our nurturing environment so each child can discover their God-given potential, and are looking for like-minded, passionate individuals who want to join us on this journey.

We are a community of learners and life-givers, and there is a sense of family here at APS. We have a safe space where all staff members can share their hearts openly, and know that they are always being considered. We're looking for people not just here to teach or do a job, but to learn. We desire to grow reflective and thoughtful team members who are stirred by a passion for education.

**That's where you come in. If what you've read so far has deeply resonated with you, read on.**

We are looking for an Administrative Executive to keenly support the Principal by executing administrative and operational tasks efficiently at the centre, and contribute towards a pleasant professional environment for staff, children, and parents.

### **DUTIES & RESPONSIBILITIES**

- Responsible for registration and counter services
- Assist in the management of new enrolments, re-enrolments and waiting lists
- Collect school fees and perform sale of school items
- Maintain class files and school admission databases
- Respond to enquiries by answering phone calls, replying to emails, returning calls left by voicemails, and interacting face-to-face with walk-in parents
- Liaise with vendors on enrichment and computer programmes, and holiday programmes
- Ensure contract adherence by vendors and update vendor database
- Coordinate enrichment activities
- Coordinate bus transport, arrival and dismissal of children
- Assist in operational support as and when required

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### **REQUIREMENTS**

- Minimum GCE 'O' Levels
- We operate 20 preschools including Little Seeds Preschool,
- Knowledgeable in Microsoft applications
- Good documentation and communication skills
- Good with processes, policies, and their implementation
- Leadership potential
- Meticulous
- Preferably have relevant experience in Administration and Customer Service
- Proficient in English

You fit the bill if you are ...

#### *Approachable and Accessible*

You enjoy engaging with everyone in our organisation from our teachers to CEO (Chief Executive Officer), to centre cooks. And they enjoy conversations with you.

#### *Efficient*

You endeavour to maximise the results of tasks that you set your hands on, with streamlined time and effort.

#### *Responsible*

You are dependable and accountable. You honour the tasks that are given to you.

#### *Willing to learn*

You believe learning is a lifelong process. You have a passion for learning and are always seeking opportunities to further develop yourself.

We would love to have you join our family!

It would be great if you can include the following in your Resume: Academic & Professional Qualifications, Work and Volunteering experiences, Skills and References.

5 days' work week

Interested applicants to visit

<https://www.anglicanps.edu.sg/careers>

for more information and to register your interest.