

SENIOR PROFESSIONAL DEVELOPMENT EXECUTIVE

ANGLICAN PRESCHOOL SERVICES

SENIOR PD EXECUTIVE FOR ANGLICAN PRESCHOOL SERVICES

5 days work week

ABOUT APS

Anglican Preschool Services (APS) is a faith-based preschool operator and an entity of the Anglican Diocese of Singapore. We operate 18 preschools including Little Seeds Preschool and St. James' Church 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 a Senior Professional Development (PD) Executive to closely support the Early Childhood Development Centres with all PD related events and relevant assistance with programme related matters. The Senior PD executive works closely with the Research and PD department to coordinate training and submissions of PD reporting to ECDA where required.

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RESPONSIBILITIES

As a key support personnel to the ECDCs, you will be responsible for managing constant business correspondences with internal stakeholders, government agencies and training institutions. The Senior PD Executive should be proactive in picking out possible issues of conflict / matters that may arise due to change in staff deployment, employment conditions or educational qualifications. The main tasks assigned to the Senior Professional Development Executive are as follows, and may include periodic ad hoc tasks assigned.

- Provide available course details to staff and submit course registrations to the training institutions.
- Coordination with HQ staff, leaders and training institutions on all matters pertaining to the course, from registration and submission of required supporting documents, until payment of course fees
- Submission of training grant applications and claims
- Update databases after course completion
- Assist staff for long-term course sign ups from submission of company nomination form and training institution's online course registration, until course fee payment and completion of course
- Prepare employment bond contracts for various long-term courses, specifically ECDA's professional development programme scholarships and teaching awards
- Support the Preschool Practicum Centre's administrative tasks (PPC)

REQUIREMENTS

- Minimum Diploma certification
- Proficient written and verbal communication skills
- High level of attention to detail
- Experience in a professional environment or similar role
- Proactive in communicating with external partners for funding and course registration needs
- Proficient computer literacy, especially in Microsoft Office applications
- Good documentation and organization skills
- Ability to multi-task effectively
- Good understanding of workings for processes, policies, and their implementation
- Good administration and customer service skills
- Self-motivated to perform with the ability to work effectively both independently and as a team member
- Ability to use discretion with all confidential documents and matters
- Possess a growth mindset

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ANGLICAN
PRESCHOOL
SERVICES

You'll fit the bill if you are ...

- Approachable and accessible

You enjoy engaging with everyone in our organization from our teachers to CEO, 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.

- Willing to be a Brand Ambassador

You display faith, integrity, unity, community, and excellence in all that you do.

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.

For more information, please visit our website and submit your application.

We apologise that only shortlisted candidates will be notified.