

CENTRE ADMINISTRATOR

ANGLICAN PRESCHOOL SERVICES

CENTRE ADMINISTRATOR FOR ANGLICAN PRESCHOOL SERVICES

5-days work week, Reporting to the Principal

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.

The Centre Administrator serves as a Brand Ambassador of the organisation in displaying the APS values of faith, integrity, unity, community, and excellence in daily interactions with stakeholders, providing efficient support to the Principal in the daily administration and operations of the Centre. He/She also ensures a positive customer experience for the stakeholders.

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RESPONSIBILITIES

- Centre Inventory and Procurement
- Customer Service
- Events and Daily Routines
- Facilities and IT Equipment
- Filing Systems
- Petty Cash and Fee Collections
- Regulations and Licensing related to Health, Safety, and Hygiene
- Stakeholder Communication and Liaison
- Student Data, Registration and Enrolment

REQUIREMENTS

- Minimum Diploma certification.
- Proficient computer literacy skills, especially in Microsoft Office applications.
- Proficient written and verbal communication skills.
- Good documentation and organisation skills.
- Ability to understand and effectively implement processes and policies.
- Ability to multi-task.
- Ability to use discretion with all confidential materials and matters.
- High level of attention to detail.
- Growth mindset.
- Self-motivated to perform with the ability to work effectively both independently and as a team member.
- Relevant experience in a professional environment (e.g.: Administration, Customer Service) preferred but not required.

CENTRE ADMINISTRATOR

ANGLICAN
PRESCHOOL
SERVICES

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

- Approachable and accessible

You enjoy engaging with everyone in our organisation from our teachers to the CEO and to the ops support staff and vendors. 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.

For more information, please visit our website and submit your application by clicking on 'Apply Now'.

We apologise that only shortlisted candidates will be notified.