

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Campus Manager – Early Learning Village (ELV)	Reference: October 2023
Function/Department	Operations	Location: AIS
Manager Title	Managing Director, Operations	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

You will be responsible for ensuring all aspects of Facilities and Operational Management within the Early Learning Village (ELV) campus is delivered in an efficient and cost-effective manner. Being a valued partner to school academic leadership across the Australian International School (AIS), Brighton College Singapore (BCS) and Stamford American International School (SAIS).

Key aspects of this role include:

- Management of maintenance, operations and facilities staff and third-party vendors.
- Project management of facilities improvements and building utilisation and optimisation.
- Business Partnering and Stakeholder Management whilst providing operational support to the schools located within the ELV.

The position has administrative reporting to the Managing Director, Operations of AIS, and also partners with the school leadership of AIS, SAIS, and BCS.

Responsibilities

Leadership and Stakeholder Management

- Work in partnership with the School Principal, School leaders and Managing Directors of AIS, SAIS, and BCS to ensure that the ELV meets the academic, operational and capacity requirements for each of the schools. Enabling each of the schools to showcase their uniqueness within one campus. This includes managing the shared resource spaces in an equitable manner.
- Provide mentorship and guidance to team members and support their professional development and engagement.
- Engage and collaborate with the Facilities Directors / Campus Managers of the other Cognita school campuses in Singapore to explore and identify opportunities to build greater alignment for operational efficiency and cost management, including aligning on vendor management where possible.

Facilities and Maintenance

- Lead, manage, and provide expert knowledge for the ELV Campus facilities operations and maintenance program, including adherence to agreed performance indicators.
- Manage the CAPEX and OPEX requirements for the facilities in conjunction with the Finance Directors of AIS, SAIS and BCS, including supporting the annual budgeting process.
- Develop, implement, support, advise and ensure adherence to all related policies and guidelines; including but not

limited to Health and Safety, Evacuation and Fire Safety Management.

- Ensure implementation of effective facility management policies and processes across the campus, proactively driving improvement for operational efficiency.
- Ensure the ELV campus is compliant with all relevant Statutory Requirements such as SCDF and NEA.
- Manage, support and oversee various campus enhancement projects.
- Development and implementation of a 5 and 10 year Strategic Plan for the maintenance and optimisation of the campus.

Vendor Management

- Overall management and vendor relationship management of outsourced services, ensuring agreed SLA's and KPI's are met.
- Key outsourced services including but not limited to cleaning, building maintenance and support, transportation, food services, and security.
- Responsible for the procurement and contract administration of the respective vendors, including meeting contractual obligations, specification reviews to ensure cost effectiveness and competitiveness and processing of payments to vendors.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Excellent communication skills - written and spoken English.
- Outstanding interpersonal and negotiation skills, with proven ability in building relationships and managing a variety of internal and external stakeholders in a multicultural environment.
- Ability to demonstrate a professional and objective perspective at all times.
- Self-motivated and proactive in terms of creative problem solving, with exceptional customer service delivery, and conflict management capability.
- Able to work in a fast-paced environment, innovative, highly adaptable, with excellent time management skills.
- Ability to work autonomously and as part of a team, contributing expertise and ELV representation as a part of various multidisciplinary teams.
- Proficient in IT skills with good Microsoft Office knowledge.
- Knowledge of Singapore laws and regulations relating to Building Management and Regulations, including but not limited to Fire safety.

Qualifications

- Degree qualified in a relevant field such as Estate, Facility, Engineering or Hospitality Management or related qualification.
- Experience in facilities management, vendor management and general operations of a modern campus.
- At least 10 years experience in a similar role, education industry experience preferable but not essential, with a proven track record in a managerial role.
- Fire Safety Manager is an added advantage.

Contacts

- School Senior Leadership (Head of School/Superintendent, Managing Director - Operations)
- School Academic Leadership
- School Operations Leadership
- Teachers and Parents
- Government bodies
- External accreditors
- Facility and maintenance teams
- Third Party providers and vendors

Working Conditions

- Office location within a school environment.
- Capable of working under pressure in a fast-paced school environment.
- Flexible and ability to work beyond the standard hours from time to time.
- Moving around a multi-storey campus.
- Leadership position working as part of a small facilities team.

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**