

VACANCY NOTICE

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| POSITION | Head, School Operations |
| LOCATION | Johor |
| INDUSTRY | Education |
| EMPLOYMENT TYPE | Contract of 1 year with provision for permanent appointment at the end of the 1 year contract |

JOB SUMMARY

- 1) The Manager is to oversee a team of administrative staff to support the General administration, Events, Examinations and procurement processes/ functions of the school.
- 2) He/ she should possess strong interpersonal skill to be able to work well with both internal staff and external party to ensure the function under the his/ her purview in being carried out within the timeline given.
- 3) He/ she is expected to be able to establish strong and effective working relationship with the respective academic teams as well as the external parties servicing the School to enable smooth operational progression.

DUTIES & RESPONSIBILITIES

1. Events Management

- Students events & activities
 - To work with the Academic Team to coordinate the students' activities/ events
- To work with the School Leadership Team to plan the key annual functions & events held at/by both CHIS & Other Crescendo subsidiaries
- To act as the School Liaison for external events held at School compound.

2. General Admin

- Act as the main liaison with regulatory agencies, MOE, local council etc
- Liaison for External Services Providers/ School outsource services
- Provide secretarial services to the Head of School to ensure all Boards/ Management Meeting reports are compiled for presentation
- To line manage the School nurses & librarians and to ensure the services rendered are in accordance to the School operation requirement.
- Operating budget

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3. Purchasing

- To supervise the purchasing executive to ensure all purchases requests are being attended within the approved budget
- To monitor the usage of allocated budget to ensure prudence in spending but yet able to optimize the effectiveness of purchases to support the lessons delivery without compromising on the standard and efficiency.

4. Examinations & Quality Assurance

- To supervise the examination-admin coordinator who is responsible for the administration of all exam matters
- To ensure the program/ curriculum licenses and subscription are being managed and monitored
- To coordinate and provide administrative support to the various accreditations exercises/ School membership application

5. Students CCA/ ECA

- To supervise the ECA Executive who is responsible to support the School ECA Coordinator on the offering and delivery of all the ECA in the school.

6. Others Administrative Support

- Undertake specific duties assigned within the remit of the designated line managers
- To work with the managers of the respective administration unit within the School Administration Section to ensure the administrative support and services are well rendered to enable effectiveness and efficiency of school operation.

JOB REQUIREMENTS

- Excellent communication and interpersonal skills
- Strong organizing and leadership skill to be able to work well with both high level and ground operation level members of staff and/ or external services provider.
- Ability to react flexibly under pressure and work to tight deadlines
- To deal effectively with the members of all internal and external HIS stakeholders
- Provide a high level of confidentiality in all aspects of operations
- Maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner