



Job Description

Position: Temporary ODC Technician

Accountable to: ODC, IB CAS and Service Learning Officer

Your Professional Duties: To supervise the operations of our Outdoor Discovery Centre and ensure its maintenance and development align with the objectives of Education for Sustainable Development and the school's ethos.

Communication	Leadership
Thinking	Integration
Engagement	Resilience

General Statement of Responsibilities

- Familiarise oneself with the layout of the ODC, its key points of interest, flora, fauna, and potential for various projects.
- Participate in ODC meetings to ensure consistency and alignment among stakeholders.
- Ensure adherence to standard operating procedures (SOPs) for ODC usage, including facilitating bookings, ensuring the implementation of risk assessments, and raising awareness of health and safety protocols among all stakeholders.
- Ensure that the ODC functions effectively as an outdoor classroom by:
 - Managing and supporting the development of infrastructure within the ODC, including the irrigation system, composting area, agricultural plots, forested areas, pathways, seating areas, fences, signage, and buildings.
 - Supervising the inventory of tools and ensuring their upkeep and repairs.
 - Assisting in sourcing materials and equipment required for the ODC and overseeing their use and maintenance.
 - Collaborating with the school maintenance team, accounts department, external contractors, and specialists if needed.
- Provide support for classes conducted at the ODC and ODC Co-curricular Activity (CCA) sessions by participating and coordinating with staff and student leaders beforehand.
- Assist and guide students utilising the ODC for their Internal Assessments and Coursework while also overseeing their activities in the ODC.
- Support faculty members integrating the ODC into their teaching practices or exploring other ways to leverage ODC resources.
- Provide support for the organisation of school-wide events within the ODC, such as Earth/Peace/Book Days and Tree Planting/Tree vitalize Days.

- Maintain comprehensive records of ODC usage as an outdoor classroom and for other events in the area.
- Oversee the dissemination of information and promotion of ODC's activities through platforms such as:
 - ODC Firefly page
 - ODC Social Media
 - The ODC section of the JIS Education for Sustainable Development website (Green Phoenix)
 - ODC and Hub displays, and school-wide displays.

Requirements:

- Ability to perform physical tasks outdoors in a tropical climate.
- Possess basic knowledge and experience in gardening or farming and native flora and fauna, or a willingness to acquire such knowledge.
- Work effectively as part of a team, displaying initiative and adaptability.
- Exhibit maturity and dedication, capable of working independently, solving problems, and making decisions.
- Interact effectively with children and establish positive relationships.
- Be open to participating in assignments that may occur outside regular work hours.
- Possess excellent written and verbal communication skills in English.
- Have a good level of proficiency in computer usage.
- Be willing to engage in professional development training as necessary.

PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence

<p>Professional Skills</p>	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development