



JOB DESCRIPTION

- Job Title** : Facilities Assistant
- Reporting to** : Head of Academic & Operations
- Job Overview** : To assist in managing all facilities and cleaning related matters

Primary Function

- Responsible to the Head, Academic & Operations (in consultation with Head of School) to assist in all facilities and cleaning related matters according to the school's policies and procedures.

Job Duties and responsibilities

- Ensure high standards (based on NEA's Environmental Sanitation Regime) of cleanliness and hygiene by overseeing the daily cleaning routines for all school areas
- Ensure supervision and monitoring of required cleaning standards and raise any actions as required, to address any areas of underperformance to the Head of Academic and Operations
- Assist in all logistical support for school events and ensuring facilities are properly and timely set up for use and restored to their original conditions after use
- Conduct daily check and walkabouts to ensure that school facilities are well-maintained and free from hazards
- Conduct regular inspections of the school premises to identify and report any maintenance or cleanliness issues to the Head of Academic and Operations for prompt resolution
- Manage, communicate and coordinate with relevant stakeholders for maintenance, renovations (where applicable), and resource requisition
- Oversee waste collection and disposal processes, ensuring proper segregation and adherence to National Environment Agency guidelines

- Attend to facilities related feedback and carry out first level rectifications (where applicable)
- Perform all other related duties as assigned by Head, Academic & Operations and/or Head of School.

Requirements

- Minimum of GCE ‘N’ level, ‘O’ level or equivalent
- Proficient written and oral communication skills (English)
- Able to use software programs such as Microsoft Word, Excel and PowerPoint.
- Strong interpersonal skills and physically fit
- Only Singaporean or Singapore PRs need apply

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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