ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Operations Assistant

Overview
The Operations Assistant is to be conversant with the overall safety, security and safeguarding of the school, including the corresponding policies and SOPs.

The appointment holder is the interface between the school and the outsourced security service provider (OSSP) for business continuity in relation to the school's operations in matters related to security, health and safety and safeguarding.

This role works very closely with OSSP to provide guidance and assistance to ensure smooth transition and continuity of operations, which is very critical especially during the initial period of taking over.

Duties and Responsibilities:

1. As a member of the School Company Emergency Response Team (CERT), to be the first responder to all emergencies to prevent it from escalating into a major disaster. It includes incidents that require evacuations.

2. To attend to all security, health and safety, and safeguarding related incidents that happen in school.

3. To be responsible and to manage and operate all security-related systems like the access control systems and CCTVs, including performing first level of maintenance and fault finding.

4. To collaborate with the OSSP to manage the school internal vehicular traffic during the peak hours.

5. To carry out daily/periodic physical checks on all areas relating to health and safety and safeguarding, including the fire alarm panel and call points.

6. To carry out daily/periodic physical checks on the school compound and or/facilities to provide timely rectification of issues discovered from the checks.

7. To assist in the creation and management of passes.

8. To maintain live watch of the school compound via the CCTV coverage, including replaying the day's footage.

9. To conduct investigations and vet incident reports submitted by the OSSP, and to conduct AAR of the incident(s) reported.

10. To conduct security and risk assessments on the school compound and make recommendations to improve it.

11. To manage workplace investigation, grievance and discipline, including handling conflict resolution between the school and the OSSP.

12. To attend to security incidents/matters and complaints highlighted by school staff, students and visitors.

13. To assist to enforce security, health and safety, and safeguarding related policies, protocols and measures to ensure a safe and secure environment for all in the school.

14. To coordinate with the OSSP to manage school events that require security support.

15. To support all school events, in particular those that require security support and coordination, for example Open House.

16. Any other operations/security related tasks as and when assigned by the COO/ Admin Manager

Requirements:

- Have proven experience in operations, facilities or security related fields of work. Prior experience in an international school environment is an advantage.

- Have proven experience in managing and operate access control and CCTV systems.

- Possess a good command of English, both oral and written.

- Be a team player with positive, exuberant, positive work attitude and initiative.

- Possession of excellent interpersonal and cross-cultural communications is an advantage.

- Capable of independent and committed effort, with good organisational and interpersonal skills.

- Demonstrate a strong understanding of the latest security technology and AI and best practices.

- Possess basic IT skills that include proficiency using common MS Office programs, data entry, and conduct online research.

- Possess an aptitude to upgrade knowledge and skill in the related fields of work.

- Ability to work flexible hours, including responding to out-of-hours emergencies.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his 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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