

<b>Position</b>	<b>Operational Manager</b>
<b>Division</b>	<b>School Wide</b>
<b>Reports to</b>	<b>Director</b>
<b>Job Opening</b>	<b>Immediately</b>

## Purpose

Responsible for all duties that are not directly related to instruction and student achievement including assisting the principal and director in managing school activities; supervising of classified support personnel; coordinating activities such as special events; transportation and building maintenance. The operations manager also aims to develop the campus and the facilities on site.

## Main Duties/Responsibilities

- Lead a team that is productive and proactive in solving problems and carrying out their daily duties;
- Motivate a team to work consistently to company standards;
- Treat all staff with respect irrespective of their position in the company;
- Meet with the school leadership team regularly to discuss goals, progress towards goals, trends and challenges, areas for growth, and action plans;
- Support the Principal and School Director in the development and management of the annual budget to ensure that school meets its financial goals;
- Consider school wide events and allocate tasks to your team members to ensure the event is properly planned;
- Complete a morning inspection of the campus and allocate tasks and duties to the required team members for concerns;
- Receive maintenance requests and organise a contractor to fix the concern or broken item;
- Manage and assist in any future building plans;
- Service areas of the school that needs repair and maintenance
- Communicate in a positive manner with all staff;
- Manage the COVID team and complete a weekly focus list for the whole school team to action ;
- Monitor the COVID procedures and their effectiveness;
- Develop strong honest relationships with external vendors and contractors;
- Review staff and their performance with valid evidence;
- Build employees in a positive manner and coach them;
- Work with the school leadership team to implement the school's mission and to create a better system;
- Assist in creating a school culture with staff, parents and students focused on strong academic achievement, fairness, respect and high expectations for behavior;
- Ensure staff members understand the procedures and have the resources to operate effective;

- Coordinate with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan;
- Responsible for school public relations and communications plan: promote the school and district through positive relations with community, businesses, parents and students.

## Requirements

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- Bachelor Degree in relevant position / equivalent
- Excelent English in writing and speaking
- Have a responsibility for school public relations, communication plan
- Have a responsibility managing and leading staff
- Experience working within a community
- Responsibility for developing and implementing a school development plan achieving measurable improvementdevelopment organization

## To Apply

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Do you feel you meet the criteria for this exciting opportunity? If so, please send your application requirements to [hr@proed.asia](mailto:hr@proed.asia) and CC'ed [hradmin@proed.asia](mailto:hradmin@proed.asia)