

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Assistant Campus Manager - ELV	Reference: 2025
Function/Department	Operations	Location: Early Learning Village
Manager Title	Campus Manager - Early Learning Village	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The ELV Assistant Campus Manager plays a key operational and facilities support role within the Early Learning Village. The position is responsible for ensuring all aspects of facilities, operations, safety, and vendor management are delivered efficiently, safely, and cost-effectively.

Working closely with the ELV Campus Manager, the role partners with academic leadership teams across AIS, SAIS, and BCS to ensure that the campus environment supports high-quality teaching and learning, meets all regulatory requirements, and reflects each school's unique identity.

## Responsibilities

### Leadership, Collaboration & Stakeholder Management

- Support the ELV Campus Manager in partnering with school principals and academic leaders across AIS, SAIS, and BCS to ensure the campus meets operational, capacity, and functional needs.
- Assist with the fair and effective coordination of shared spaces, ensuring all schools are supported equitably.
- Build strong relationships with internal stakeholders, vendors, regulatory partners, and third-party service providers.
- Provide day-to-day guidance to maintenance, facilities, and soft services teams, supporting employee engagement, deployment, and performance.
- Collaborate with the Facilities Directors/Campus Managers across Cognita Singapore to align processes, identify efficiencies, and support group-wide operational standards.

### Facilities & Maintenance Management



- Support the planning, execution, and reporting of all preventive, corrective, and reactive maintenance activities across the ELV.
- Oversee the daily management of all outsourced engineering, mechanical, electrical, air-conditioning, along with soft services such as security, cleaning, landscaping, and all general maintenance vendors deployed on site.
- Assist in monitoring and reporting on SLA and KPI performance for all facilities teams and services.
- Conduct routine inspections of building systems, learning spaces, playgrounds, and soft services operations, ensuring compliance, upkeep, and readiness.
- Support the management of CAPEX and OPEX expenditures, including procurement, inventory control, financial tracking, and the annual budgeting process.
- Assist in the development and implementation of long-term campus maintenance and optimisation plans (5- and 10-year outlooks).
- Contribute to the planning and delivery of renovation works, enhancement projects, and campus improvements.
- Liaise with local government agencies where necessary (NEA, BCA, URA, SCDF, LTA ect)

### **Health, Safety, Fire & Risk Management**

- Support the implementation and adherence to Health & Safety, Fire Safety, Evacuation, and Risk Management policies and procedures across the ELV.
- Coordinate with the external Fire Safety Manager and assist in SCDF inspections, rectifications, and renewal of the Annual Fire Certificate.
- Partner with academic teams to ensure classroom setups, learning environments, and early-years spaces are safe, compliant, and developmentally appropriate.
- Maintain and deliver training for the ELV CERT team, ensuring drills, exercises, and emergency procedures are executed as scheduled.
- Support safe work practices by enforcing Risk Assessments and ensuring contractor compliance with all relevant standards and guidelines.
- Maintain and keep updated documentation records for all health and safety matters and prepare documentation for all audits.

### **Operations Management**

- Oversee daily operational support services including cleaning, security, logistics, event support, transportation coordination, and general campus upkeep.

- Provide operational support for school events, activities, and special programmes across the ELV.
- Support tender reviews, RFP processes, and contract administration in partnership with the Campus Manager.
- Assist in the ongoing review and improvement of Standard Operating Procedures, service standards, and operational workflows to ensure efficiency and service excellence.
- Drive the adoption of technology, innovation, and productivity improvements to enhance campus operations.
- Maintain strong relationships with all internal and external stakeholders to ensure smooth, reliable, and responsive service delivery.
- Perform any other duties as necessary to support the smooth and efficient operations of the Early Learning Village.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

## Position Requirements

- Excellent communication skills - written and spoken English
- Good interpersonal skills, with the ability to interact professionally with stakeholders of various nationalities
- Self-motivated, proactive, and creative problem-solving skills to ensure an outstanding customer service delivery is maintained
- Ability to work independently in a fast-paced and challenging environment, manage teams of third-party vendors to ensure an outstanding service is delivered and maintained
- Proficient in IT skills with good MS Office knowledge

## Qualifications

- Degree or Diploma in Engineering (Mechanical / Electrical / Facilities Management) or equivalent qualification
- Minimum 5 years of experience in a similar role
- Possession of a valid Fire Safety Manager (FSM) certification to perform FSM duties or the willingness to undertake certification will be advantageous
- Knowledge of Singapore laws and regulations relating to Building Management and Regulations including but not limited to Fire Safety
- Possession of a valid Environmental control coordinator would be advantageous

## Contacts

- Third-party vendor management and staff deployed to the campus
- Teaching staff and School Leadership Team
- Students, Parents and Visitors
- External accreditors



## Working Conditions

- Office location within a school environment at Lorong Chuan, outdoors and indoors
- Moving around a multi-storey campus
- Occasional weekend work required for supervision of contractors for school events or other activities

## Terms of Employment

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- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**  
Background check: **Required**