

JOB DESCRIPTION

Purpose of the Role: the Campus Operations Coordinator plays a crucial role in managing and overseeing various operational activities within the school and for ensuring the proper implementation of health and safety and security processes. This includes overseeing facilities, coordinating logistics, and leading the school to maintain a safe and conducive environment for students, staff, and visitors.

Responsible to: Operations & Project Manager

Responsibilities:

Administrative Support:

- Assist the Operations & Project Manager in overseeing the daily administrative operations of the school, including facilities management, procurement request, vendor management,
- Ensure all administrative processes and documentation comply with local regulations and school policies.
- Coordinate with different departments and stakeholders to ensure effective communication and collaboration.

Facilities and Property Management:

- Oversee the maintenance of outdoor green spaces and cleanliness of the whole property for ensuring a safe and comfortable learning environment for students and staff.
- Liaise with external service providers for landscaping, cleaning, and other related services.
- Coordinate with contractors & vendors in charge of an outsource service to ensure cost-effective and high-quality services.

Resources and Supplies:

Oversee and coordinate the procurement of equipment and resources required for the smooth functioning of the campus, including paper in teachers room, classroom furniture, cleaning materials, and other miscellaneous items

Food & Drink Service:

- Coordinate with Academic Teams (both programs) to ensure that Students records (number of people and food restrictions) are kept updated and regularly provided to the Kitchen Team for adjusting meals & snacks accordingly.
- Coordinate with Marketing & Kitchen Teams to ensure the food menu display and any other signs needed for the restaurant operation are in place for a proper functioning.
- Coordinate with the Well Being Team to ensure that food sample records & store are made on daily base and carried out in accordance with local regulations and school policies
- Coordinate with the Food Handler Team to ensure a catering service carried out in accordance with local regulations and school policies
- Track, record and treat any feedback made on food service to continuously improve the process and insure a high-quality service.
- Oversee and coordinate the procurement of Students snacks (morning & afternoon) and be sure that all bottled water dispensers are daily refilled and ready to use.
- Oversee and coordinate the procurement of drink & snack station when it is required for meetings.

Health and Safety:

- Conduct regular debriefing with Operations Teams to raise awareness on health and safety policies and procedures (adhering to international standards and local regulations) for being sure they are well applied by all teams.
- Conduct regular inspections and risk assessments to identify potential hazards and ensure compliance with safety protocols.
- Coordinate emergency response plans and drills, ensuring staff and students are prepared for various contingencies.

Event Coordination:

- Assist in planning and organizing school events, such as parent-teacher conferences, open houses, and graduation ceremonies.
- Collaborate with different departments to ensure smooth event logistics, including venue arrangements, catering, audio-visual support, and participant management.

Key operations tasks:

- Manage existing daily preventative and routine maintenance of outdoor green spaces.
- Liaise and collaborate with all role players internally and externally on maintenance need through our operations support request system (OSR).
- Responsible for coordination of all School keys, door locks.
- Control and manage the movement of school assets.
- Perform a weekly inspection of school rooms to identify required furniture maintenance and repairs.
- Supervise all Operations Teams (Gardeners & Housekeepers) and ensure adequate resources are available to fulfil tasks.
- Establish or adjust work procedures to meet scheduled work requirements
- Demonstrate flexibility by adjusting schedules to meet educational needs when required.
- Supervise services necessary to support curricular, extracurricular, special events, campus rental, and evening events
- Be available and willing to work overtime when required

Requirements:

- Bachelor's degree in business administration, operations management, or a related field.
- At least 3 years of experience in a similar role, preferably in the education industry.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities in English.
- Proficiency in using computer software, including Microsoft Office suite and data management systems.
- Knowledge of Thai labor laws and regulations is preferred.
- Ability to work independently, multitask, and prioritize tasks effectively.
- Strong problem-solving skills and attention to detail.
- A collaborative and proactive approach to work.

This job description forms part of your Employment Agreement. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Professional Development and Growth process or as appropriate.