

The NUS High School of Mathematics and Science is a specialised school offering a seamless 6-year programme to students between the ages of 12+ and 18 years, and who have an aptitude for Mathematics and Science. We invite suitable applicants for the below position:

## **MANAGER/ ASSISTANT MANAGER, BOARDING OPERATIONS**

You will manage the school's Boarding operations, and provide administrative, estate facility and maintenance, logistical, safety and security support for the school.

### **Key Responsibilities:**

- Charting department directions through leadership and strategic planning, and provides advice and support to the Boarding community to ensure efficient and effective running of Boarding operations
- Managing the estate facility management (including finance) of the Boarding school and contractors on Boarding facility maintenance, improvement work and cleanliness of the Boarding school
- Reviewing and maintaining security and safety of the Boarding school premises and property, including the establishment of security and safety procedures and the conduct of emergency exercises
- Providing logistics support for Boarding school activities and functions
- Managing the budget and procurement of goods and services on all Boarding operations related matters, including preparing of tender documents

### **Requirements:**

- At least 3 years of relevant experience in logistics, facility management, safety and emergency planning
- Dynamic and motivated with good organising abilities
- Excellent interpersonal and communication skills (including written)
- Team player who is able to both work independently to meet tight timelines and achieve goals, and build positive partnership with stakeholders
- Fire Safety Manager certification would be an advantage
- Live-in option at Boarding

Remuneration will be commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume and a recent passport size photo latest by **20 March 2025** to:

Human Resource  
NUS High School of Mathematics and Science  
20 Clementi Ave 1  
Singapore 129957  
Email: [hr@highsch.nus.edu.sg](mailto:hr@highsch.nus.edu.sg)

*We regret that only shortlisted candidates will be notified.*