



Vacancy for Catering and Events Coordinator

Due to our continued expansion we are seeking a Catering & Events Coordinator to join our dedicated Business team.

Established in 1972, Dover Court International School in Singapore is one of the leading inclusive British international schools in South East Asia.

The school caters to students from age 3 to age 18. The curriculum is based upon the UK EYFS framework, the National Curriculum for England, the IPC, IGCSE/GCSE and the IB Diploma Programme. The school is active in the local International School sports league and are extremely competitive across a number of sports. The school has an extensive programme of residential trips starting in Year 4 and continuing up into the Duke of Edinburgh's International Award. All students are involved in a wide range of after school activities mainly run by teaching staff. About 10% of our students are supported by our integrated SEN unit.

We are members of FOBISIA and CIS and will finalise CIS accreditation in November this year. We are a EDEXCEL and AQA exam centre and are authorised by the IBO to deliver the IB Diploma Programme. We are the only school in Singapore to offer ASDAN courses.

Staff are well supported with weekly CPD sessions run in-house and access to external training courses where they fit the school and personal development plans. There is a strong ethos of professional collegiality.

Our Schools

Each Nord Anglia Education school is unique in character and designed to meet the needs of its community. We are united by our philosophy, to be ambitious for our students, our people and our family of schools. We believe that being part of our family of over 60 schools gives them a special advantage. Our schools have access to a wide range of resources and support to enhance their success. We also create unique opportunities to benefit our students and people, such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, MIT, UNICEF and King's College London.


About the role

Within this role, you will be responsible for coordinating all elements of event logistics from start to finish, liaising with our key stakeholders and staffing bodies requirements for school events. You will also be responsible for the daily coordination with our onsite catering company, ensure high standards of quality controls are in place and that our students and staff avail of the best catering services possible. You will be responsible for ensuring all company policies and procedures are in place and following the local Singapore food authority controls and guidelines as well. This role will entail daily liaison with the catering team to ensure smooth operation services in all 3 canteens as well as ensuring only approved food items are sold.

About you

We are seeking someone who can work well within a fast paced, busy team whilst still being able to work independently and with excellent time management skills are essential. This role requires someone with excellent organisational skills and the ability to work with a diverse team.

Benefits



We offer career and development opportunities that come with being part of our global organisation. Nord Anglia University unites our team through a vibrant online platform which harnesses the collective expertise of their peers in an exchange of knowledge, ideas and best practice. We also provide extensive online and face-to-face professional development through Nord Anglia University to ensure that our teachers don't just maintain their skills, they develop at the cutting edge of educational thinking.

Our collaborations with The Juilliard School, MIT, UNICEF and King's College London, offers our teachers unrivalled access to leading experts in their fields. We also offer selected candidates from our staff worldwide an opportunity to earn their Executive Master's in International Education in an exclusive collaboration with King's College London.

Alongside great training and a competitive package, you'll enjoy the chance to live and work in one of the worlds' most vibrant cities.

Selection Process

Applications should be made through the Nord Anglia Job Tracker available below. The closing date for application is Friday 20th September 2019. Interviews will be conducted by in person at the Dover Court International School.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.