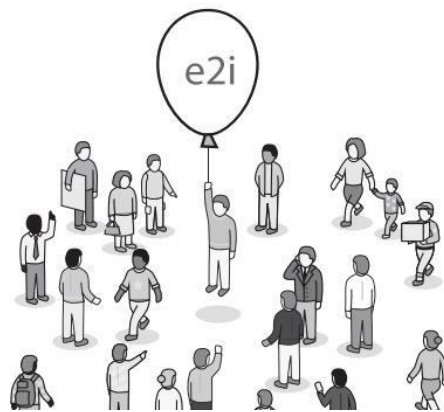


**Babilou Family Career Fair @
Devan Nair Institute for
Employment & Employability
80 Jurong East Street 21,
#01-01 and #01-02,
Singapore 609607
3 November 2023**

JOB LISTING BOOKLET



As part of our effort to save the environment,
please return this booklet at the exit after you
have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 Babilou Family

Babilou Family Singapore is a subsidiary of Babilou Family Group, a France-incorporated Early Childhood organisation.

Previously known as Nurture Education Group, we now operate under the new corporate name Babilou Family Singapore with 60 education learning centres islandwide. This includes preschool brands Kiddiwinkie Schoolhouse, Little Footprints and Pibo's Garden Playschool, as well as student care brand Learning Leap.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Principal	<ul style="list-style-type: none"> • Must possess the Advanced Diploma in Early Childhood Centre Leadership (ADECL) • Degree in Early Childhood Education will be an advantage • Minimum 3 years of experience in teaching or managing a childcare/preschool • A team leader as well as a team player • Possess excellent written and communication skills • Proficient in Microsoft Office (Word/Excel/PowerPoint) 	<ul style="list-style-type: none"> • Lead strategic direction and overall management of the centre. • Determine requirements that must be met regarding licensing, health and safety regulations from the start and local regulatory agencies. • Work closely with agencies to meet requirements. • Guide and monitor staff in teaching and planning for their individual professional development. • Mentor the teachers to facilitate collaborative approaches to learning, teaching and evaluation so as to raise performance standards and competencies. • Provide leadership for setting overall goals for the school as a basis for curriculum objectives. • Prepare budget and control budget expenditures and manage disbursement of cash for purchases. • Keep adequate records of income and expenditures. • Prepare weekly or monthly reports required for the respective departments and management. • Organise specific centre programs, initiatives and events. • Ensure that the needs of children and parents are met. 	<ul style="list-style-type: none"> • 5.5-day work Week • 7am to 7pm • Singapore 15932

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Handle centre administrative matters and enrolment. 	
2. English Educator 3. Chinese Educator	<ul style="list-style-type: none"> Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years 	<ul style="list-style-type: none"> Plan, supervise and implement the programme for the class in accordance with centre's policies and framework. Prepare and implement the programs and age-appropriate teaching aids. Set up and create a stimulating and engaging pleasant learning environment that promotes learning. Keep accurate records of children's progress and address the children's educational and developmental needs individually. Complete progress reports on children for each semester and prepare a developmental portfolio for each child. Communicate with the parents by writing comments on the child's well-being, progress, etc. in the Parents-Teacher Communication Booklet. Check this Communication Booklet daily for messages, and/or comments from the parents. Build and maintain close partnership with parents. Responsible for all aspects of classroom management and carry out routine care duties to ensure safety and hygiene of the children. Work closely with the other teaching staff in the class in carrying out the duties. To undertake other related duties as and when assigned. 	<ul style="list-style-type: none"> 5.5-day work Week 7am to 7pm Singapore 159932
4. Infant Educator	<ul style="list-style-type: none"> Certifications in Early Childhood Care & Education (HCIC/CIT/ACEY) Possess Fundamentals or Certificate in Preschool teaching 	<ul style="list-style-type: none"> Plan, supervise and implement the programme for the class in accordance with centre's policies and framework. Carrying out routine care duties. Create an open, friendly, and cooperative atmosphere in 	<ul style="list-style-type: none"> 5.5-day work Week 7am to 7pm Singapore 159932

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • First Aid Certification will be an advantage • Experience in toddler care will be an advantage • Passionate in nurturing infants and toddlers • Possess excellent interpersonal and communication skills 	<p>which children and parents feel comfortable and secure.</p> <ul style="list-style-type: none"> • Responsible for the safety and hygiene of the children. • Provide experiences that promote individual expression through conversation, play, and creative interaction. • Complete progress reports and prepare a developmental portfolio for each child. • Ensure that parents receive adequate information about their child's progress at the centre. • Assist the child in coping with anxiety during the transition phase (separation from parents when placed into infant care school). 	
5. Trainee Educator	<ul style="list-style-type: none"> • Min. Secondary 2 education 	<ul style="list-style-type: none"> • The trainee educator will be placed under the place-and-train programme. 	<ul style="list-style-type: none"> • 5.5-day work Week • 7am to 7pm • Singapore 159932
6. Programme Helper	<ul style="list-style-type: none"> • Experience in childcare settings will be advantageous. • No minimum education required • Punctual and Responsible • Able to commence work soon is preferred 	<ul style="list-style-type: none"> • Adhere to the individual centre's schedule and practices • Provide support to teachers in carrying out non-structured play and other activities such as storytelling, singing songs and rhymes and conducting simple art activities etc. • Provide support in routine care activities such as changing of diapers, showering the children, feeding the children, etc. • Maintain general cleanliness, hygiene and overall tidiness of the classroom • Ensure the safety and well-being of the children while performing duties • Adhere to Teaching Standards, Safety, Hygiene, Rules and Regulations set by the centre and ECDA 	<ul style="list-style-type: none"> • 5.5-day work Week • 7am to 7pm • Singapore 159932

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide all other support and assistance where necessary to ensure smooth operations. 	
7. Support Staff - Cleaner / Cook	<ul style="list-style-type: none"> • Experience in childcare settings will be advantageous • No minimum education required • Candidate who possess Food Handling certificate is an advantage (Not a must) • Punctual and Responsible • Able to commence work soon is preferred • Medical Benefits 	<ul style="list-style-type: none"> • Ensure cleanliness of the school at all times. • Assist and support actively when the cook is away. • Clean the classroom, toilets, common areas, office, reception, parents' area, windows, doors, window grilles, gates, shelves, cabinet, shoe racks, cubbies, children's tables and chairs, dining area. • Clear rubbish from classrooms/offices. • Assist in showering the children in the morning or washing of dishes in the afternoon. • Prepare simple meals when needed especially working on Saturday. • Maintain cleanliness and neatness of the garden and outdoor play area (if applicable). 	<ul style="list-style-type: none"> • 5.5-day work Week • 7am to 7pm • Singapore 159932

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#2 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>

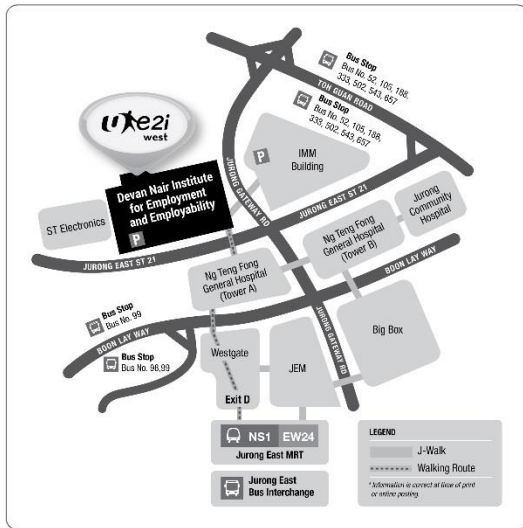


You can also reach them at the following centres (By appointment only):



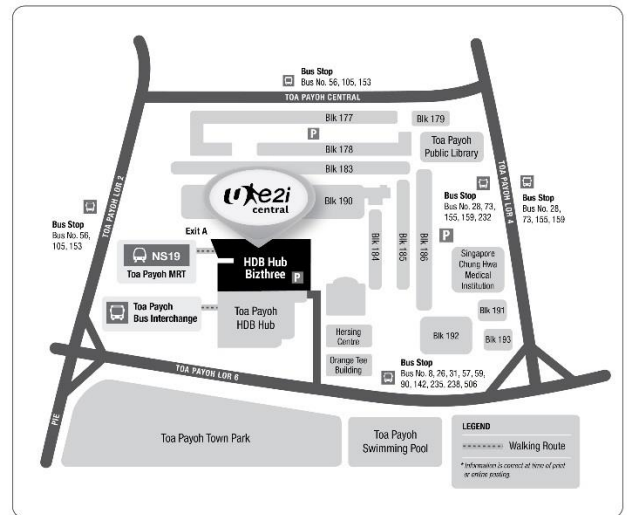
e2i west

Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607



e2i central

HDB Hub Bizthree
 490 Lorong 6 Toa Payoh #07-11
 (Lift Lobby 1) Singapore 310490



Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed

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NTUC Job Security Council’s Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
 (e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
 (e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>

