

**e2i Early Childhood & Education  
Career Fair @  
Bishan Community Club  
Multi-purpose Hall Level 1  
51 Bishan Street 13,  
Singapore 579799**

**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](http://www.e2i.com.sg)

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## #1 Babilou Family Singapore

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, as well as student care brand Learning Leap.

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

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Preschool Educator (English Language)</b></p> <hr/> <p><b>Preschool Educator (Chinese Language)</b></p>	<ul style="list-style-type: none"> <li>Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years</li> </ul>	<ul style="list-style-type: none"> <li>Plan, supervise and implement the programme for the class in accordance with centre's policies and framework.</li> <li>Prepare and implement the programs and age-appropriate teaching aids.</li> <li>Set up and create a stimulating and engaging pleasant learning environment that promotes learning.</li> <li>Keep accurate records of children's progress and address the children's educational and developmental needs individually.</li> <li>Complete progress reports on children for each semester and prepare a developmental portfolio for each child.</li> <li>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.</li> <li>Build and maintain close partnership with parents.</li> <li>Responsible for all aspects of classroom management and carry out routine care duties to ensure safety and hygiene of the children.</li> <li>Work closely with the other teaching staff in the class in carrying out the duties.</li> <li>To undertake other related duties as and when assigned</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>7am to 7pm</li> <li>Islandwide</li> </ul>
<p><b>Infant Educator</b></p>	<ul style="list-style-type: none"> <li>Certifications in Early Childhood Care &amp; Education (HCIC/CIT/ACEY)</li> <li>Possess Fundamentals or Certificate in Preschool teaching</li> <li>First Aid Certification will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Plan, supervise and implement the programme for the class in accordance with centre's policies and framework.</li> <li>Carrying out routine care duties.</li> <li>Create an open, friendly, and cooperative atmosphere in which children and parents feel comfortable and secure.</li> <li>Responsible for the safety and hygiene of the children.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>7am to 7pm</li> <li>Islandwide</li> </ul>

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Support Staff - Cleaner / Cook</b>	<ul style="list-style-type: none"> <li>• Experience in childcare settings will be advantageous</li> <li>• No minimum education required</li> <li>• Candidate who possess Food Handling certificate is an advantage (Not a must)</li> <li>• Punctual and Responsible</li> <li>• Able to commence work soon is preferred</li> <li>• Medical Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure cleanliness of the school at all times.</li> <li>• Assist and support actively when the cook is away.</li> <li>• 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.</li> <li>• Clear rubbish from classrooms/offices.</li> <li>• Assist in showering the children in the morning or washing of dishes in the afternoon.</li> <li>• Prepare simple meals when needed especially working on Saturday.</li> <li>• Maintain cleanliness and neatness of the garden and outdoor play area (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 7am to 7pm</li> <li>• Islandwide</li> </ul>

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## #2 Busy Bees Singapore

Founded in 1983, Busy Bees is one of the largest and most comprehensive childcare services providers in the world with more than 900 education locations globally. In Asia, Busy Bees currently manage 15 successful early childhood education brands in Malaysia, Singapore and Vietnam, each with its own distinct strengths. The centres by Busy Bees Asia are renowned for its industry-leading learning environments. Through close to 3,000 passionate educators and education professionals, innovative pedagogy, rigorous curricula, and the use of sophisticated educational technology, Busy Bees Asia is able to touch the lives of more than 12,000 students annually.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Preschool Teacher</b>	<ul style="list-style-type: none"> <li>At least a L1 Certificate in Early Childhood or Diploma In Early Childhood – Teaching.</li> <li>Strong communication skills - spoken and written English, or Chinese (for Chinese Curriculum Language Teachers).</li> <li>Strong interpersonal skills, work with all levels of staff, professionals, parents and families, and community partners from diverse nationalities and cultures.</li> </ul>	<ul style="list-style-type: none"> <li>Plan and implement curriculum and programmes appropriate for the child's development, including identifying emerging trends to keep innovating. This includes developing initiatives, practices and learning materials to enhance quality of learning environment</li> <li>Build collaborative stakeholder relationships and partnerships, amongst centre staff and families we serve.</li> <li>Manage family and community programmes as we believe in contributing back to the community we are in</li> <li>Conduct routine caregiving and always looking for improvements to deliver better quality and service</li> <li>Uplift professional practice in promoting our vision, mission and values and innovating to deliver high quality service standards</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44 hours per week</li> <li>Islandwide</li> </ul>
<b>Language Preschool Teacher</b>	<ul style="list-style-type: none"> <li>With or without teaching experience; but highly motivated, energetic and passionate about promoting children's learning and development.</li> <li>Proficient in Microsoft Word.</li> </ul>		
<b>Infant Care Teacher</b>	<ul style="list-style-type: none"> <li>Must have either Higher Certificate in Infant Care or Advanced Certificate in Early Years or other relevant qualification</li> <li>Must be EY1 certified</li> <li>With or without teaching experience;</li> </ul>	<ul style="list-style-type: none"> <li>Plan and implement curriculum and programmes appropriate for the child's development, including identifying emerging trends to keep innovating. This includes developing initiatives, practices and learning materials to enhance quality of learning environment</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44 hours per week</li> <li>Islandwide</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>but highly motivated, energetic and passionate about promoting the learning and development of infants and toddlers.</p> <ul style="list-style-type: none"> <li>• Must be proficient in Microsoft Office - Word</li> <li>• Good interpersonal and organization skills.</li> <li>• Able to work independently and in a team environment.</li> <li>• Able to communicate well with internal &amp; external customers.</li> <li>• Good command of English or Mandarin – verbal and written.</li> </ul>	<ul style="list-style-type: none"> <li>• Build collaborative stakeholder relationships and partnerships, amongst centre staff and families we serve.</li> <li>• Manage family and community programmes as we believe in contributing back to the community we are in</li> <li>• Conduct routine caregiving and always looking for improvements to deliver better quality and service</li> <li>• Uplift professional practice in promoting our vision, mission and values and innovating to deliver high quality service standards</li> </ul>	
<b>Trainee Teacher</b>	<ul style="list-style-type: none"> <li>• Local Polytechnic Diploma and obtained a GCE O level credit in English (EL1) or a minimum band 5.5 in IELTS (Academics); OR</li> <li>• Obtained a Degree with English as the medium of instruction from a state-recognised university</li> <li>• Excellent communication and interpersonal skills</li> <li>• High tolerance level towards children is an advantage</li> <li>• Able to work well independently as well as within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, supervise and implement the programme for the class in accordance with the centre's policies and framework</li> <li>• Complete progress reports on children for each semester and prepares a developmental portfolio for each child</li> <li>• Set up and create a stimulating and engaging pleasant learning environment that promotes self-directed learning</li> <li>• Responsible for all aspects of classroom management and carrying out routine care duties to ensure the safety and hygiene of the children</li> <li>• Work closely with the other teaching staff in the class in carrying out the duties</li> <li>• Build and maintain a close partnership with parents</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>

### #3 Global Eduhub

Global Eduhub believes that children are our future. As a child grows up and enters the community and the world, they will start to shape it according to the values and knowledge that they have been taught when they were young. With the world becoming increasingly volatile, uncertain, complex, and ambiguous, every child needs to be ready for the future. At Global Eduhub, we prepare children for the future through our innovative curriculum, passionate educators and quality operations, in partnership with parents and the community.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Student Care Mentor</b>	<ul style="list-style-type: none"> <li>In-house Training or Sponsored Certificate Training will be provided if without relevant experience.</li> <li>At least 1 pass in GCE 'O'/'N' Level (any subject), 'A' Level, NITEC or Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate and execute daily activities in accordance to timetable</li> <li>Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials</li> <li>Maintain classroom discipline and ensure safety and security protocols are met at all times</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>11am-7pm</li> <li>Islandwide</li> </ul>
<b>KCARE Teacher / Programme Staff</b>	<ul style="list-style-type: none"> <li>Possess Diploma in Early Childhood Care &amp; Education – Teaching or Student Care Certificate or Student Care Early Years Certificate.</li> <li>Training will be provided for staff without relevant certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Organise and execute education programmes to encourage children's holistic development</li> <li>Manage care routines for children at K1 and K2 Level (5-6 years old)</li> <li>Create a conducive environment for Kindergarten Children</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44 hours per week</li> <li>Islandwide</li> </ul>
<b>Student Care Teacher</b>	<ul style="list-style-type: none"> <li>At least 'O', 'N', 'A' Level, NITEC or Diploma</li> <li>Experience in teaching: School, Enrichment Centre or Private Tuition</li> </ul>	<ul style="list-style-type: none"> <li>Teach primary school students (all levels) in English, Math, Science</li> <li>Conduct in-house program and instill good habits and values</li> <li>Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>11am-7pm</li> <li>Islandwide</li> </ul>
<b>Preschool Teacher (English / Chinese Language)</b>	<ul style="list-style-type: none"> <li>Diploma or Certificate in Early Childhood Care &amp; Education - Teaching (DECCE-T or CECCCE), Diploma in Child</li> </ul>	<ul style="list-style-type: none"> <li>Execute &amp; conduct age-appropriate curriculum according to the Company's curriculum framework</li> </ul>	<ul style="list-style-type: none"> <li>5.25-day work week</li> <li>44 hours per week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Psychology & Early Education <ul style="list-style-type: none"> <li>• Ability to build good rapport with parents and various stakeholders</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain quality classroom and learning environment that promotes learning in accordance to the curriculum framework</li> <li>• Foster a trusting and respectful relationship with children and parents by being a positive role model</li> <li>• Execute daily routine accordance to time schedule</li> <li>• Maintain minimum admin work for reference / record purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Islandwide</li> </ul>
<b>Infant Educarer</b>	<ul style="list-style-type: none"> <li>• Certificate in Infant/Toddler Care and Development (CIT) / Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY)</li> <li>• Candidates who have HCIC/ACEY are welcome to apply</li> <li>• Ability to build good rapport with parents and various stakeholders</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Regular observation and evaluation of child's development and progress</li> <li>• Ensure safety of each child through close supervision, whether in the classroom, play area, or any other areas in the school compound</li> <li>• Conduct childcare / infant care routines in a manner that are prompt, hygienic and consistent with early years child development practices. These routines include diapering, feeding, bathing, hand washing, napping and transitioning between activities</li> <li>• Maintain daily journal of milk feeds, solid feeds, diapering, etc in accordance to relevance for each age group (Babies, Junior and Senior Infants)</li> <li>• Plan and implement engaging learning experiences/ exploration</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene Course preferred. If not, will provide course</li> </ul>	<ul style="list-style-type: none"> <li>• Able to cook for children</li> <li>• To keep the kitchen clean and ensure that food are kept in proper and hygienic conditions</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cleaner</b>	<ul style="list-style-type: none"><li>No working experience required</li></ul>	<ul style="list-style-type: none"><li>Provide cleaning services for the washroom, common areas, tables, chairs, cupboard etc</li><li>Assist to prepare light snacks, fruits, drinks/beverages for meal break and tea</li></ul>	<ul style="list-style-type: none"><li>5-day work week</li><li>11am-6pm</li><li>Islandwide</li></ul>

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## #4 PCF Sparkletots

A charitable organisation founded by the PAP, committed to nurturing a multi-racial, fair, just and inclusive society by providing educational, welfare and community services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Educarer</b>	<ul style="list-style-type: none"> <li>Secondary Qualification</li> </ul>	<p>Age group of children: 2 months - 36 months old (depending on qualification)</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>Responsive to the needs of young children.</li> <li>Creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them;</li> <li>Create a quality learning environment through assisting in implementing a developmentally and culturally appropriate curriculum.</li> <li>Build trusting and respectful partnerships with parents and families.</li> <li>Actively engages in centre initiatives and supports its collaborative efforts with the community.</li> </ul>	<ul style="list-style-type: none"> <li>Staggered Working Hours</li> <li>Islandwide</li> </ul>
<b>Trainee Educarer (HCIC/ACEY)</b>	<ul style="list-style-type: none"> <li>Secondary Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Works closely with colleagues and contributes to a culture of collaboration and collegiality.</li> <li>Engages in continuous learning and reflective practice.</li> </ul> <p>Developing the Child Holistically</p> <p>Child Development</p> <ul style="list-style-type: none"> <li>Identify how children (birth to age 3) learn and develop</li> </ul> <p>Curriculum &amp; Pedagogy</p> <ul style="list-style-type: none"> <li>Assist in planning and implementing of developmentally appropriate teaching, learning and care giving approaches aligned to Curriculum Frameworks</li> </ul>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in observation and documentation of children’s learning</li> <li>• Assist in integrating respectfulness, responsiveness and reciprocity within the curriculum</li> </ul> <p>Learning Environment</p> <ul style="list-style-type: none"> <li>• Assist in setting up quality learning environment</li> </ul> <p>Interactions &amp; Relationships</p> <ul style="list-style-type: none"> <li>• Display sensitivity to each child’s needs (within a group setting) through respectful, responsive and reciprocal interactions and relationships with children</li> <li>• Support children’s development of secure attachments through warm, consistent and nurturing care giving (Infant/Beginning Educarer)</li> </ul> <p>Health, Safety &amp; Nutrition</p> <ul style="list-style-type: none"> <li>• Adhere to health, safety, nutritional and hygiene standards and procedures (Infant/Beginning Educarer)</li> </ul> <p>Collaborating with Families and Community</p> <p>Family &amp; Community Partnerships</p> <ul style="list-style-type: none"> <li>• Facilitate the continuity of care and education between the home and centre</li> <li>• Engage in partnerships and collaborations with community stakeholders</li> </ul> <p>Building Professional Capacity</p> <p>Professional Mastery</p> <ul style="list-style-type: none"> <li>• Engage in continuous learning and reflective practice (Infant/Beginning Educarer)</li> <li>• Apply emotional competence to manage self at the workplace</li> </ul> <p>Professional Values &amp; Ethics</p>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Commit to uphold the professionalism of the ECCE sector</li> </ul> <p>Building Organisational Capacity</p> <p>Teamwork &amp; Collaboration</p> <ul style="list-style-type: none"> <li>• Collaborate with colleagues to foster positive workplace relations (Infant/Beginning Educarer)</li> <li>• Communicate and relate effectively at the workplace</li> </ul> <p>Visioning &amp; Planning</p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of the centre’s vision, mission and values (Infant/Beginning Educarer)</li> </ul>	
<p><b>Trainee Teacher (DECET)</b></p>	<p>Academic Qualification</p> <ul style="list-style-type: none"> <li>• Diploma</li> </ul> <p>Academic Specialisations</p> <ul style="list-style-type: none"> <li>• Education</li> </ul>	<p>Key Responsibilities (to assist in all duties below):</p> <ul style="list-style-type: none"> <li>• Creates a secure and quality learning environment for children through fostering meaningful relationships with them.</li> <li>• Supports the holistic development of children through implementing a developmentally and culturally appropriate curriculum,</li> <li>• Nurture trusting and respectful relationships with children</li> <li>• Build partnerships with parents and families</li> <li>• Engage in centre initiatives to support its collaborative efforts with the community</li> <li>• Works closely with colleagues and contributes to a culture of collaboration and collegiality.</li> <li>• Engages in continuous learning and reflective practice.</li> </ul> <p>Developing the Child Holistically</p> <p>Child Development</p> <ul style="list-style-type: none"> <li>• Apply understanding of how children (birth to age 8) learn</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered Working Hours</li> <li>• Islandwide</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and develop (Beginning Pre-school Teacher)</p> <p>Curriculum &amp; Pedagogy</p> <ul style="list-style-type: none"> <li>• Evaluate teaching and learning approaches aligned to Curriculum Frameworks</li> <li>• Apply classroom management strategies, and strategies to observe and document children’s learning</li> <li>• Inculcate the core values of early childhood education through classroom activities and programmes (Beginning Pre-school Teacher)</li> </ul> <p>Learning Environment</p> <ul style="list-style-type: none"> <li>• Set up quality learning environments (Beginning Pre-school Teacher)</li> </ul> <p>Interactions &amp; Relationships</p> <ul style="list-style-type: none"> <li>• Foster trusting, respectful relationships with children through positive interactions with them</li> <li>• Guide the development and enhancement of self-awareness, self-regulation, social awareness and confidence in children</li> </ul> <p>Health, Safety &amp; Nutrition</p> <ul style="list-style-type: none"> <li>• Adhere to health, safety, nutritional and hygiene standards and procedures (Beginning Pre-school Teacher)</li> </ul> <p>Collaborating with Families and Community</p> <p>Family &amp; Community Partnerships</p> <ul style="list-style-type: none"> <li>• Establish home-centre partnerships (Beginning Pre-school Teacher)</li> <li>• Engage in collaborative projects with community stakeholders (Beginning Pre-school Teacher)</li> </ul> <p>Building Professional Capacity</p> <p>Professional Mastery</p>	



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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Engage in continuous learning and reflective practice (Beginning Pre-school Teacher)</li> </ul> <p>Professional Values &amp; Ethics</p> <ul style="list-style-type: none"> <li>• Demonstrate ethical behaviour and professionalism (Beginning Pre-school Teacher)</li> </ul> <p>Building Organisational Capacity</p> <p>Teamwork &amp; Collaboration</p> <ul style="list-style-type: none"> <li>• Collaborate with colleagues to foster positive workplace relations (Beginning Pre-school Teacher)</li> <li>• Engage in centre initiatives and programmes</li> </ul> <p>Visioning &amp; Planning</p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of the centre’s vision, mission and values (Beginning Pre-school Teacher)</li> </ul>	
<p><b>Teacher (DECCE-T)</b></p>	<p>Academic Qualification</p> <ul style="list-style-type: none"> <li>• Diploma</li> </ul> <p>Academic Specialisations</p> <ul style="list-style-type: none"> <li>• Education</li> </ul>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Creates a secure and quality learning environment for children through fostering meaningful relationships with them.</li> <li>• Supports the holistic development of children through implementing a developmentally and culturally appropriate curriculum</li> <li>• Nurture a trusting and respectful relationships with children.</li> <li>• Build partnerships with parents and families, and actively engages in centre initiatives to support its collaborative efforts with the community.</li> <li>• Works closely with colleagues and contributes to a culture of collaboration and collegiality.</li> <li>• Engages in continuous learning and reflective practice.</li> </ul> <p>Developing the Child Holistically</p>	<ul style="list-style-type: none"> <li>• Staggered Working Hours</li> <li>• Islandwide</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Child Development</p> <ul style="list-style-type: none"> <li>Apply understanding of how children (birth to age 8) learn and develop (Beginning Pre-school Teacher)</li> </ul> <p>Curriculum &amp; Pedagogy</p> <ul style="list-style-type: none"> <li>Evaluate teaching and learning approaches aligned to Curriculum Frameworks</li> <li>Apply classroom management strategies, and strategies to observe and document children's learning</li> <li>Inculcate the core values of early childhood education through classroom activities and programmes (Beginning Pre-school Teacher)</li> </ul> <p>Learning Environment</p> <ul style="list-style-type: none"> <li>Set up quality learning environments (Beginning Pre-school Teacher)</li> </ul> <p>Interactions &amp; Relationships</p> <ul style="list-style-type: none"> <li>Foster trusting, respectful relationships with children through positive interactions with them</li> <li>Guide the development and enhancement of self-awareness, self-regulation, social awareness and confidence in children</li> </ul> <p>Health, Safety &amp; Nutrition</p> <ul style="list-style-type: none"> <li>Adhere to health, safety, nutritional and hygiene standards and procedures (Beginning Pre-school Teacher)</li> </ul> <p>Collaborating with Families and Community</p> <p>Family &amp; Community Partnerships</p> <ul style="list-style-type: none"> <li>Establish home-centre partnerships (Beginning Pre-school Teacher)</li> <li>Engage in collaborative projects with community stakeholders (Beginning Pre-school Teacher)</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Building Professional Capacity</p> <p>Professional Mastery</p> <ul style="list-style-type: none"> <li>Engage in continuous learning and reflective practice (Beginning Pre-school Teacher)</li> </ul> <p>Professional Values &amp; Ethics</p> <ul style="list-style-type: none"> <li>Demonstrate ethical behaviour and professionalism (Beginning Pre-school Teacher)</li> </ul> <p>Building Organisational Capacity</p> <p>Teamwork &amp; Collaboration</p> <ul style="list-style-type: none"> <li>Collaborate with colleagues to foster positive workplace relations (Beginning Pre-school Teacher)</li> <li>Engage in centre initiatives and programmes</li> </ul> <p>Visioning &amp; Planning</p> <ul style="list-style-type: none"> <li>Demonstrate understanding of the centre's vision, mission and values (Beginning Pre-school Teacher)</li> </ul>	
<b>Cleaner</b>	<p>Academic Qualification</p> <ul style="list-style-type: none"> <li>Primary</li> </ul>	<ul style="list-style-type: none"> <li>Operate vacuum cleaners to clean floor, work areas and machinery.</li> <li>Sweep, mop and scrub the floors.</li> <li>Shampoo carpets and rugs.</li> <li>Clean walls and windows.</li> <li>Remove graffiti.</li> <li>Empty and clean waste containers.</li> <li>Clean and disinfect laundry, toilet and bathroom.</li> <li>Maintain the cleanliness of the office and reception area.</li> <li>Disinfect premises, furniture, equipment and toys if centre has to be closed.</li> <li>Prepare meals for the children during the absence of the Centre Cook.</li> </ul>	<ul style="list-style-type: none"> <li>Staggered Working Hours</li> <li>Islandwide</li> </ul>
<b>Cook</b>	<p>Academic Qualification</p> <ul style="list-style-type: none"> <li>Primary</li> </ul>	Key Responsibilities:	<ul style="list-style-type: none"> <li>Staggered Working Hours</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Prepare daily menu for all meals consumed by the children and staff in the centre.</li> <li>• Strive to ensure food served to children are balanced and met the dietary guidelines for children and youth as recommended by the Singapore Health Promotion Board.</li> <li>• Purchase ingredients used in daily cooking.</li> <li>• Ensure that the food is prepared in a clean and hygienic way.</li> <li>• Ensure meals served are on time.</li> <li>• Ensure that kitchen/cooking area are well cleaned after cooking.</li> <li>• Maintain the cleanliness of the centre during the absence of the Centre Attendant (Cleaner).</li> </ul>	<ul style="list-style-type: none"> <li>• Islandwide</li> </ul>

## #5 Skool4Kidz

Skool4Kidz Pte Ltd is a consortium formed by Kinderland International Education Pte Ltd. Kinderland is a pioneer in the industry with over 40 years of experience nurturing and educating young children in Singapore and in the region, and also a member of Crestar Education Group (CEG). Other Early Childhood brands in the group include NurtureStars Preschool, a collaboration between Kinderland and Singapore Armed Forces Reservist Association (SAFRA), ELFA Preschool and The Grange Institution.

Skool4Kidz Pte Ltd is a Preschool Anchor Operator since January 2014. Appointed by the Early Childhood Development Agency (ECDA) of the Singapore's Ministry of Social and Family Development (MSF), we work with families to give every child a successful early start in life through affordable quality early care and education.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Preschool Educator</b>	<ul style="list-style-type: none"> <li>• Possess at least Diploma in Early Childhood Education (ECH) or</li> <li>• Diploma in Child Psychology &amp; Early Education (CPEE) or</li> <li>• Diploma in Early Childhood Studies (ECS) or</li> <li>• Diploma in Early Childhood Development &amp; Education (ECDE) or</li> <li>• Higher NITEC in Early Childhood Education.</li> <li>• Creative and inspiring.</li> <li>• Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare lesson plans with objectives and learning outcomes that will engage children and to meet varying needs and learning styles of children.</li> <li>• Plan and prepare class projects, field trips and other experiential activities.</li> <li>• Develop and shape children's character and moral values.</li> <li>• Responsible for the upkeep of classroom and centre's environment.</li> <li>• Participate in event management as well as marketing and sales activities.</li> <li>• Build and maintain relationships with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>
<b>Infant Educator</b>	<ul style="list-style-type: none"> <li>• Possess Certificate in Infants and Toddler Care and Development (CIT) + Early Years Development Framework (EYDF),</li> <li>• WSQ Higher Certificate in Infant Care (HCIC) or WSQ Advanced Certificate in Early Years (ACEY).</li> <li>• Creative and inspiring.</li> <li>• Good communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to infants' basic needs by feeding them, showering, dressing them and changing their diapers.</li> <li>• Organise activities to provide a variety of learning experiences and opportunities that include reading, singing and interacting with them.</li> <li>• Observe and evaluate infants' performance, behaviour, social development and physical health and make note of progress.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Responsible for the upkeep of classroom and centre's environment.</li> <li>• Participate in event management as well as marketing and sales activities.</li> <li>• Build and maintain relationships with parents.</li> </ul>	
<b>Preschool Educator (Chinese)</b>	<ul style="list-style-type: none"> <li>• Possess at least Diploma in Early Childhood Education (ECH) or Diploma in Child Psychology &amp; Early Education (CPEE) or</li> <li>• Diploma in Early Childhood Studies (ECS) or</li> <li>• Diploma in Early Childhood Development &amp; Education (ECDE) or</li> <li>• Higher NITEC in Early Childhood Education.</li> <li>• Creative and inspiring.</li> <li>• Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare lesson plans with objectives and learning outcomes that will engage children and to meet varying needs and learning styles of children.</li> <li>• Plan and prepare class projects, field trips and other experiential activities.</li> <li>• Develop and shape children's character and moral values.</li> <li>• Responsible for the upkeep of classroom and centre's environment.</li> <li>• Participate in event management as well as marketing and sales activities.</li> <li>• Build and maintain relationships with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Degree in Early Childhood Education &amp; Diploma in Pre-school Education – Leadership and Training (DPE-L/T) or equivalent recognised by Early Childhood Development Agency (ECDA)</li> <li>• Minimum 3 years of relevant work experience in managing Pre-school Centres</li> <li>• Minimum 3 years of teaching experience</li> <li>• Supervisory experience with good communication and customer service skills</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the leadership, management and delivery of quality curriculum and that the daily operations, financial, human resource and management of the centre are carried out effectively</li> <li>• Work within the company/centre's policies, philosophy and procedures</li> <li>• Plan and co-ordinate change in consultation with the senior management</li> <li>• Plan and monitor teachers' continuing professional development</li> <li>• Work with Curriculum Department to develop a holistic and developmentally appropriate early childhood curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Preferably can read, write and converse in Chinese in order to better communicate with our Chinese speaking parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the centre's service meet the needs of children and families</li> </ul>	
<b>Cook</b>	<ul style="list-style-type: none"> <li>• Prior experience will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Provide effective management of food supply at the centre and maintain a safe and sanitary kitchen environment, according to the quality standards.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5-day work week</li> <li>• 44 hours per week</li> <li>• Islandwide</li> </ul>

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## #6 Thye Hua Kwan Moral Charities

At THKMC, we strongly believe that each of us is given that special gift to contribute to society. We welcome those who share this common desire to create a positive impact in our community.

As part of the THKMC family, we ensure a nurturing environment for all to learn and grow professionally; where efforts and contributions are recognised and appreciated.

Together, we support and guide one another, bringing out the best in each of us. We seek constructive engagement with our people through feedback and continuously strive for improvement. Our leaders lead by example and communicate openly.

Together, we progress as one, abiding by our motto - To serve mankind.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Early Intervention Teacher</b>	<ul style="list-style-type: none"> <li>Mature, independent, creative, flexible thinking and able to motivate children</li> <li>Good people skills</li> <li>Able to work independently</li> <li>Has strong understanding of the diverse cultures and races</li> <li>Has patience, love, passion &amp; commitment in the education of &amp; nurturing young children and empowering the families</li> <li>Valid First Aid Certificate</li> <li>Keen to develop professionally</li> </ul>	<p>Assist Lead Teachers to:</p> <ul style="list-style-type: none"> <li>Co-teach an effective education programme for the class to meet every child's IEP.</li> <li>Brainstorm and plan activities to support students' learning</li> <li>Prepare teaching resources</li> <li>Ensure students are well supervised during contact time in the centre /classroom.</li> <li>Manage students' behavior</li> <li>Carry out recommended therapeutic interventions.</li> <li>Receive and discharge the students before and after class</li> <li>Maintain a clean, tidy, safe and conducive learning environment e.g. tidying up the classroom after class</li> <li>Supervise the Teacher Aides under their charge</li> <li>Attend workshops and in-service training</li> <li>Maintain good communication with parents and make each parent feel at ease with/ at the programme.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon - Fri: 8am - 5pm / 9am - 6pm</li> <li>560313, 608606, 730716, 642654 (Jan 24), 310097 (Jul 24)</li> </ul>
<b>Teacher Aide</b>	<ul style="list-style-type: none"> <li>Experience working with young children preferred</li> <li>Patience, and passionate to work with children</li> </ul>	<ul style="list-style-type: none"> <li>Assist Lead Teacher in classroom and engagement of children</li> <li>Conduct small group activities when required e.g. routines such as Circle Time</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon - Wed &amp; Fri: 8am - 6pm</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good communication skills, team player and pro-active</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Lead Teacher in carrying out therapeutic interventions as instructed</li> <li>• Ensure that students are well supervised during contact time in the centre</li> <li>• Brainstorm and plan activities to support students' learning</li> <li>• Preparing teaching resources</li> <li>• Support students' toileting needs</li> <li>• Receive and discharge the students before and after classes</li> <li>• Take class attendance and compute attendance summary</li> <li>• Conduct health and temperature checks</li> <li>• Maintain a clean, tidy, safe and conducive learning environment</li> <li>• Maintain good communication with parents</li> <li>• Assist in filing of documents</li> <li>• Attend transdisciplinary team meetings, workshops, in-service training and sharing sessions</li> <li>• Any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Thurs: 8am - 12pm / 2pm - 6pm</li> <li>• 560313, 608606, 730716, 642654 (Jan 24), 310097 (Jul 24)</li> </ul>
<b>Assistant Teacher</b>	<ul style="list-style-type: none"> <li>• Mature, independent, creative, flexible thinking and able to motivate children</li> <li>• Good people skills</li> <li>• Able to work independently</li> <li>• Has strong understanding of the diverse cultures and races</li> <li>• Has patience, love, passion &amp; commitment in the education of &amp; nurturing young children and empowering the families</li> <li>• Valid First Aid Certificate</li> <li>• Keen to develop professionally</li> </ul>	<p>Assist Lead Teachers to:</p> <ul style="list-style-type: none"> <li>• Co-teach an effective education programme for the class to meet every child's IEP.</li> <li>• Brainstorm and plan activities to support students' learning</li> <li>• Prepare teaching resources</li> <li>• Ensure students are well supervised during contact time in the centre /classroom.</li> <li>• Manage students' behavior</li> <li>• Carry out recommended therapeutic interventions.</li> <li>• Receive and discharge the students before and after class</li> <li>• Maintain a clean, tidy, safe and conducive learning environment e.g. tidying up the classroom after class</li> <li>• Supervise the Teacher Aides under their charge</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Mon - Fri: 8am - 5pm / 9am - 6pm</li> <li>• 560313, 608606, 730716, 642654 (Jan 24), 310097 (Jul 24)</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"><li>• Attend workshops and in-service training</li><li>• Maintain good communication with parents and make each parent feel at ease with/ at the programme.</li></ul>	

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## #7 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>**

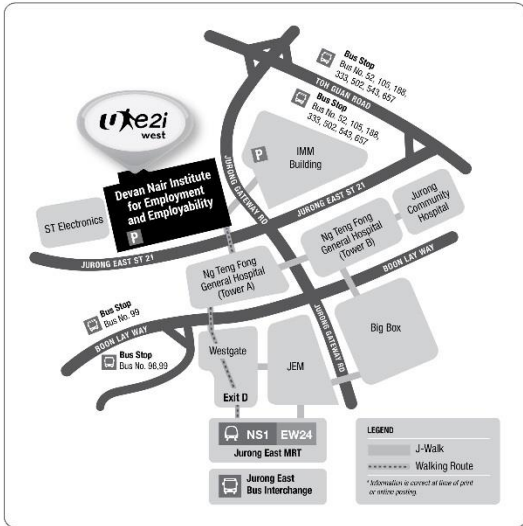


**You can also reach them at the following centres (By appointment only):**



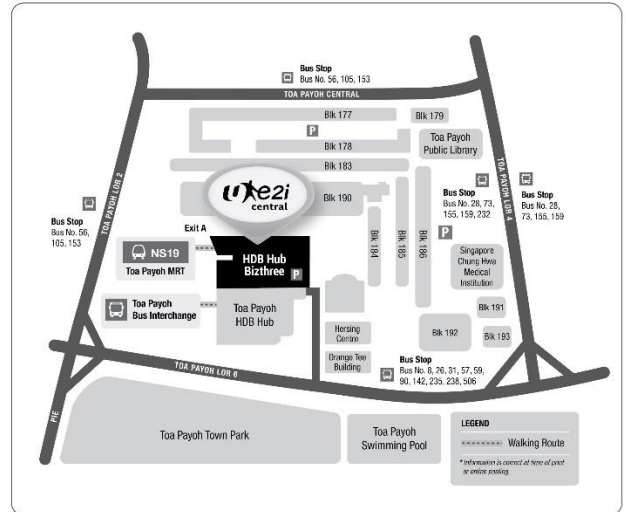
**e2i west**

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>

