



PATHLIGHT SCHOOL

The **Autism Resource Centre (Singapore) [ARC (S)]** , www.autism.org.sg, is one of the most active non-profit organizations in Singapore, dedicated to support individuals with autism and help them lead meaningful lives in society. ARC(S) runs an Early Intervention Unit, Pathlight School, Autism Training and Therapy Services.

In addition, Pathlight School, www.pathlight.org.sg started by ARC (S) is the first autism-focused school offering a blend of Singapore mainstream academics and life skills training to students with autism and other related learning disorders.

EDUCATION SUPPORT SENIOR EXECUTIVE / EXECUTIVE

Your job role will include (but not limited to): -

- **Support Education Related Activities**
 - Provide clear monitoring, administrative process and logistic support for the National Examination (GCE O, N levels and PSLE)
 - Plan, track and monitor Individual Education Plan for students
 - Administer the generation of students' progress report
 - Provide general support to ensure smooth execution of all education related activities.
- **Provide support to school operation**
 - Monitor, track and trigger term to term school planning
 - Update and manage school wide calendar proactively
 - Develop and improve policies and procedures to strengthen school operation capabilities
 - To support in preparation for Quality Assurance Framework
- **Administrative and Operational Duties**
 - Plan and co-ordinate staff communication meeting
 - Support school-wide administration
 - ✓ Support agenda planning for school-wide meetings
 - ✓ Minute taking for leadership and board meeting
 - Preparation and coordination of Audit
- **Liaison with external stakeholders**
 - Manage School Bus Driver and its processes
 - Providing required reports to external stakeholders (e.g. MOE, NCSS)
- **Other areas**
 - Support school wide activities when required
 - Support and adhere to MOE/NCSS guidelines and policies

It is crucial that you possess:

- Preferably a Bachelor's degree from a reputable university
- 2 to 3 years of relevant work experience
- Strong organizational skills with strong detail orientation
- Good command of verbal and written English
- Ability to work in a fast paced, dynamic and challenging work environment
- Competent in Microsoft Office (especially Words, Powerpoint and Excel)
- A genuine desire to serve the special needs community.

If you are qualified and keen to be part of a life-transforming team, please email your detailed Resume to Ms Esther Sim at arc_recruit@autism.org.sg

We apologise that only shortlisted candidates will be notified and this position is open to Singaporeans and Permanent Residents only.

Autism Resource Centre (Singapore)

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