



DPS International School

General Supervisor & Unishop Coordinator

Job Title: General Supervisor & Unishop Coordinator

Location: DPS International School, Kovan

Reports To: Administrative Head / School Estate Manager

Job Summary:

We are seeking a proactive and detail-oriented **General Supervisor & Unishop Coordinator** to oversee campus maintenance, support services, and uniform distribution operations. The ideal candidate will ensure cleanliness, proper maintenance scheduling, inventory management, and efficient operation of the school Unishop.

Key Responsibilities:

- **Supervision of Cleaning Staff:**
 - Develop and maintain daily/weekly work plans and rotas for cleaners.
 - Monitor cleanliness standards across the school premises.
- **Maintenance Oversight:**
 - Create and maintain schedules for timely repair and maintenance of school facilities.
 - Coordinate with vendors or internal maintenance teams for issue resolution.
- **Unishop Management:**
 - Maintain accurate records of Unishop items including uniforms and accessories.
 - Distribute uniforms to students as per scheduled dates and times.
- **Inventory Management:**
 - Keep detailed, up-to-date inventories of school assets including furniture, smart boards, computers, tables, and chairs.
 - Organize inventory data classroom-wise, floor-wise, block-wise, and general-area-wise.

Requirements:

- Proven experience in facility supervision, operations, or inventory management (school or institutional setting preferred).
- Strong organizational and record-keeping skills.
- Proficiency in Microsoft Excel or inventory management tools.
- Ability to manage a team and coordinate with multiple departments.
- Attention to detail and a high level of accountability.

To Apply:

Please send your resume to recruit@dps.edu.sg