



DPS International School

School Security Guard

Job Title: School Security Guard (Day Shift)

Location: DPS International School, Kovan

Working Hours:

- Guard 1: 7:00 AM – 4:00 PM
- Guard 2: 8:00 AM – 7:00 PM

Days: Monday to Saturday

Job Summary:

We are seeking responsible, alert, and disciplined **Security Guards** to ensure the safety and smooth operation of our school premises during the day. The ideal candidates will assist with access control, student safety, and general supervision of key school areas.

Key Responsibilities:

- **Access Management:**
 - Open and close the front and back gates at designated times.
 - Monitor entry and exit points to ensure campus security.
- **Student & Staff Assistance:**
 - Assist students and staff during boarding and drop-off from school buses.
 - Ensure students cross the roads safely (only at Zebra crossing) in a disciplined and orderly manner.
- **Safety and Orderliness:**
 - Maintain discipline and support students in forming queues near the canteen during lunch and short breaks.
 - Supervise student movement in key areas to promote safety and orderly behaviour.
- **Area Cleanliness & Upkeep:**
 - Ensure cleanliness of common areas near the main entrance and back door.

Requirements:

- Previous experience in school or institutional security preferred.
- Physically fit and alert during the entire shift.
- Good communication skills and a friendly demeanour towards students and staff.
- Ability to maintain discipline respectfully and effectively.
- Commitment to punctuality and a strong sense of responsibility.

To Apply:

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