

## Job Description: Deputy Campus Management Manager

### 职位说明：校园管理副经理

#### 职位概述/Position Summary

作为校园管理团队的一员，配合高级校园经理负责统筹乐成幼儿园的校园管理工作，参与制定并执行幼儿园各项运营制度与流程，协助园长进行行政管理，负责幼儿园校区的安全、环境、设施设备、卫生保健、餐饮、校车班车、物业服务等现场管理及突发事件的处理，保证幼儿园高水准运营，更好的支持教学，在满足国际实践的前提下，满足政府合规性要求。

As a member of the campus management team, be responsible for coordinating the campus management work of Yuecheng Kindergarten in collaboration with the senior campus manager. The role includes participating in the formulation and implementation of various operational systems and processes within the kindergarten. Additionally, assist the principal in administrative management tasks. The responsibilities encompass on-site management of safety, environment, facility equipment, health care, catering, school buses, property services, and handling emergencies on the kindergarten campus. By fulfilling these duties, ensure the high-level operation of the kindergarten, providing better support for teaching activities while meeting government compliance requirements and adhering to international practices.

#### 主要职责/Major Responsibilities

##### 1. 校园现场管理

- 负责幼儿园校区的安全管理，制定并落实安全防范措施，确保师生安全。
- 监督环境卫生的维护，确保园区环境整洁、舒适。
- 负责设施设备的管理与维护，装修改造项目落地，保障设施设备的正常运行，并满足教学的需求。
- 负责幼儿园餐饮服务，确保食品安全，营养均衡，餐饮供应商服务满足学校要求。
- 进行校车、班车的管理，确保车辆运行的安全、准时。
- 确保幼儿园卫生保健工作的高效运行，落实各项卫生安全防护工作，预防伤害事故的发生。
- 负责物业服务的管理，包括绿化、保洁、维修等，保障校园日常运营。

##### 1. Campus on-site management

- Responsible for the safety management of the kindergarten, developing and implementing safety precautions to ensure the safety of teachers and students.
- Supervise the maintenance of environmental hygiene to ensure a clean and comfortable park environment.
- Responsible for the management and maintenance of facilities and equipment, the implementation of renovation projects, ensuring the normal operation of facilities and equipment, and meeting teaching needs.
- Responsible for kindergarten catering services, ensuring food safety, balanced nutrition, and catering supplier services that meet school requirements.
- Manage school buses and shuttle buses to ensure safe and timely vehicle operation.

- Ensure the efficient clinic service, implement various health and safety protection measures, and prevent the occurrence of injury accidents.
- Responsible for the management of property service, including security, greening, cleaning, maintenance, etc. to ensure the daily operation of the campus.

## 2. 制度与流程管理

- 深入研究相关法律法规、教育行业标准和政策，以及幼儿园的实际情况和发展需求。与园长、教学团队、行政团队等合作，共同制定适合幼儿园发展的运营制度与流程，确保各项工作有章可循、有序进行。
- 监督各项制度的执行情况，及时发现问题并进行改进，优化运营流程。
- 确保校园管理团队现有制度和流程得到妥善管理并建立完整的档案，确保档案管理工作的顺利进行，进行定期检查和更新。

## 2. Policy and Procedure management

- Conduct in-depth research on relevant laws and regulations, education industry standards and policies, as well as the actual situation and development needs of kindergartens. Collaborate with the principal, teaching team, administrative team, etc. to jointly develop operational systems and processes suitable for the development of the kindergarten, ensuring that all work is organized and orderly.
- Supervise the implementation of various systems, promptly identify and improve problems, and optimize operational processes.
- Ensure that the existing policy and procedure of the campus management team are properly managed and complete archives are established to ensure the smooth progress of archive management work, and conduct regular review and updates.

## 3. 合规办学：

- 配合政府事务部，根据迎检目标，制定详细的迎检计划，准备迎检所需的文件。
- 对参与迎检的员工进行必要的培训，让他们了解迎检的流程、要求和注意事项。
- 在迎检过程中，与政府事务部门保持密切沟通，及时传递信息、反馈情况。对反馈进行深入分析，找出存在的问题和不足，并制定改进措施。

## 3. Regulatory Compliant:

- Collaborate with Government Affairs department to develop a detailed inspection plan based on the inspection targets and prepare the necessary documents for the inspection.
- During the inspection process, maintain close communication with government affairs departments, timely convey information and provide feedback. Conduct in-depth analysis of feedback, identify existing problems and shortcomings, and develop improvement measures.
- Provide necessary training to employees participating in the inspection process to help them understand the process, requirements, and precautions for inspection.

## 4. 供应商管理：

- 协助招采部门明确供应商选择的标准，根据校园的实际需求制定招标文件技术标准。
- 对现有校区内服务供应商进行日常管理及月度考核，保证供应商服务按照合同约定落地。
- 与现场供应商保持良好的沟通机制，识别和评估现场供应商相关的风险，采取一些风险管理措施。

#### 4. Supplier Management:

- Assist the procurement department in clarifying the criteria for supplier selection and develop technical standards for bidding documents based on the actual needs of the campus.
- Conduct daily management and monthly KPI evaluation of service providers within the existing campus to ensure that their services are implemented in accordance with contract agreements.
- Maintain a good communication mechanism with on-site suppliers, identify and evaluate risks related to on-site suppliers, and take some risk management measures.

#### 5. 活动管理

- 协助校园内的各类活动的落地，如教学活动、招生说明会、春季游园会等。
- 负责协助活动现场的布置、管理。
- 协调相关人员、物资和场地等资源，确保活动顺利进行。

#### 5. Event Management

- Assist in the implementation of various campus activities, such as teaching activities, Open House, spring in the city, etc.
- Responsible for assisting in the layout and management of the event.
- Coordinate relevant personnel, materials, and other resources to ensure the smooth progress of the event.

#### 6. 其他职责:

- 协助安全健康委员会，制定校园应急预案，定期组织应急演练。
- 制定幼儿园相关的预算工作，根据批复后的预算，制定详细的执行计划，进行预算数据分析，接受上级主管部门或内部审计的监督与检查。
- 领导交付的其他任务。

#### 6. Others

- Assist the Safety and Health Committee in developing campus emergency plans and organizing regular emergency drills.
- Develop Annual budget and detailed execution plans based on the approved budget, conduct budget data analysis, and accept supervision and inspection from superior supervisory departments or internal audits.
- Perform any other duties assigned by leaders.

#### 任职资格/Qualifications

1. 本科学历及以上，工商管理、企业管理、行政管理、商业、经济等专业。985/211 大学优先 Education: full-time

1. undergraduate degree or above, major in business administration, enterprise

management, administrative management, commerce, economics, etc. 985/211 University is preferred.

2. 至少 8 年以上行政管理及运营管理或相关领域经验; 有国际幼儿园运营管理相关经验优先, 熟悉国际教育实践优先, 海归背景优先。

2. At least 8 years of relevant work experience, experience in administrative management, campus management, operation management, experienced in International kindergarten operation or familiar with international education practice is highly preferred, preferred with overseas background.

3. 较高的个人素质及良好的职业素养。团队意识强, 具有良好的沟通能力, 工作认真仔细, 责任心强, 具有较强的交付能力。有较强的团队领导能力, 思维开放、灵活, 良好的文字写作能力, 流利的英文口语及书写表达, 熟练掌握相关的办公软件使用。能在要求高, 结果导向的环境中工作

3. High personal quality and outstanding professional quality. Strong team awareness, good communication skills, serious and careful work attitude, strong sense of responsibility, and strong delivery ability. Strong team leadership skills, open and flexible thinking, good writing ability and skills, fluent English speaking and writing expression, proficient in using relevant office software. Able to work in high demand, result oriented environments.

## **Application Process 申请流程**

Candidates are requested to apply to [jobs@bcis.cn](mailto:jobs@bcis.cn) and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

- Cover letter
- Resume
- Up to date contact information of four references

应聘者请发送邮件至 [jobs@bcis.cn](mailto:jobs@bcis.cn) 并以 PDF 格式发送以下内容。我们将在收到申请后进行初步面试。入围候选人将接受现场或在线面试。如果找到合适的候选人, 我们会保留随时结束筛选过程的权利。

- 求职信
- 简历
- 四位推荐人的联系信息

*NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.*

备注: 上述岗位职责反映了该岗位的主要功能或职责的总体要求, 并不能被视为对该岗位要求的详细描述。