



## EARLY CHILDHOOD CARE AND EDUCATION CAREER FAIR

OVER 500 VACANCIES  
AVAILABLE



FRIDAY  
10AM - 3PM



THE GRASSROOTS' CLUB  
190 Ang Mo Kio Avenue 8, S568046  
Banquet Hall, Level 3

# JOB LISTINGS BOOKLET

### CAREER FAIR APPLICATION PROCESS



Complete the  
e-Registration form  
On-line / On-site.



Look through the Job  
Listings for details of  
the vacancies.



Approach the  
respective employer  
booth for interview.

# EMPLOYER LISTING

NO	COMPANY	PAGE NO
1	BUSY BEES	2
2	JAMIYAH SINGAPORE	3
3	MERCU LEARNING POINT (KIDZ MEADOW)	3
4	NTUC FIRST CAMPUS (MY FIRST SKOOL)	4
5	PAP COMMUNITY FOUNDATION (PCF SPARKLETOTS)	5 6
6	SKOOL4KIDZ	7

## BUSY BEES

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Administrator</b>	<ul style="list-style-type: none"> <li>Diploma in any field or at least GCE "O" Levels</li> <li>Proficient in Microsoft Office (Word, Excel and PowerPoint)</li> <li>Savvy with using IT application systems</li> </ul>	<ul style="list-style-type: none"> <li>Data entry</li> <li>Assist Principal in the preparation of financial and centre reports</li> <li>Maintains the paperwork in the centre</li> <li>Assist parents in new enrolment enquiries and enrolment administrative work</li> <li>Handle ad-hoc duties as assigned by the Principal</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>9am-6pm (Mon-Fri)</li> <li>8am-1pm (alternate Sat)</li> </ul>	Still Road
<b>Preschool Teacher</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>O Level</li> </ul>	Class teacher for young children from 18 months to 6 years old.	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>Rotating shift</li> <li>7am-7pm (perform opening and closing shift)</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Infant Care Teacher</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>N Level</li> <li>O Level</li> </ul>	Routine care and conduct of activities for young children from 2-17 months old.	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>Rotating shift</li> <li>7am-7pm (perform opening and closing shift)</li> <li>Full-time</li> </ul>	Island-wide
<b>Cook</b>	No minimum education	<ul style="list-style-type: none"> <li>Hygienic preparation of meals</li> <li>Ensure a clean work station</li> </ul>	Location: West Coast Road <ul style="list-style-type: none"> <li>7.30am-4.30pm (Mon-Fri)</li> <li>8am-1pm (one Sat a month)</li> </ul> Fusionopolis Walk <ul style="list-style-type: none"> <li>7am-4pm (every sat)</li> </ul> Woodlands Drive <ul style="list-style-type: none"> <li>7am-4pm</li> </ul>	<ul style="list-style-type: none"> <li>West Coast Road</li> <li>Fusionopolis Walk</li> <li>Woodlands Drive</li> </ul>
<b>Cleaner</b>	No minimum education	Maintain the cleanliness of the area.	Mon-Fri <ul style="list-style-type: none"> <li>7am-4pm</li> <li>7.30am-4.30pm</li> </ul> Alternate Saturday <ul style="list-style-type: none"> <li>8am-1pm</li> </ul>	Still Road

## JAMIYAH SINGAPORE

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Preschool Teacher</b>	<ul style="list-style-type: none"> <li>Diploma/ Diploma Early Childhood Care and Education (Teaching) or higher</li> <li>WPLN Level 5 and above</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and implement programmes and age-appropriate teaching aides</li> <li>Keep accurate records of the children's progress and address their educational and developmental needs individually</li> <li>Build and maintain close partnership with parents</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Perform opening and closing shift</li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Tampines</li> <li>Ang Mo Kio</li> <li>Woodlands</li> </ul>

## MERCU LEARNING POINT (KIDZ MEADOW)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Pre School Teacher</b>	Diploma in Early Childhood Care & Education - Teaching (DECCE-T)	<ul style="list-style-type: none"> <li>Educate and attend to the basic needs of a class of toddlers/ preschoolers</li> <li>Work together with parents in assessing children's developmental growth</li> <li>Ensure children's safety and well-being</li> <li>Plan, conduct and prepare teaching aids for lessons</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday per month)</li> <li>7am-7pm</li> <li>Full-time</li> </ul>	Yishun
<b>Educarer</b>	WSQ Advanced Certificate in Early Years (ACEY)	<ul style="list-style-type: none"> <li>Educate and attend to the basic needs of a class of toddlers/ preschoolers</li> <li>Work together with parents in assessing children's developmental growth</li> <li>Ensure children's safety and well-being</li> <li>Plan, conduct and prepare teaching aids for lessons</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday per month)</li> <li>7am-7.30pm</li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Yishun</li> <li>Hougang</li> <li>Buangkok Crescent</li> </ul>

## NTUC FIRST CAMPUS (MY FIRST SKOOL)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Trainee Teacher (Diploma Sponsorship)</b>	<ul style="list-style-type: none"> <li>Local Poly Diploma/ Degree AND 5 O level credits, with English Credit B4</li> <li>IELPTS</li> </ul>	<ul style="list-style-type: none"> <li>Trained and mentored over 13 months under the trainee teacher scheme</li> <li>Attachment to childcare centres to be equipped with practical teaching skills</li> <li>Awarded the WSQ Professional Diploma in Early Childhood Care and Education (Childcare) upon successful completion of the programme</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday every 4 weeks)</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide (Able to travel up to 1 hour to place of work)
<b>Trainee Infant Care Teacher (ACEY Sponsorship)</b>	<ul style="list-style-type: none"> <li>GCE N/ O level with English Credit C6</li> <li>At least 21 years old (requirement for Infant Care teachers)</li> <li>WLP Literacy Tests</li> </ul>	<ul style="list-style-type: none"> <li>8-month Place and Train scheme – Advanced Certificate in Early Years (ACEY)</li> <li>Attachment to childcare centres for practical on-the-job training and field practicum experiences for the care and education of children from birth to 3 years old</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday every 4 weeks)</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide (Able to travel up to 1 hour to place of work)
<b>Assistant Childcare Teacher</b>	<ul style="list-style-type: none"> <li>Secondary 2 education AND</li> <li>Early Childhood Education such as Fundamentals certificate OR prior experiences working in preschool/ kindergarten settings</li> </ul>	<ul style="list-style-type: none"> <li>Support the main classroom teachers in               <ul style="list-style-type: none"> <li>implementation of daily programs to facilitate learning and daily routine care of children</li> <li>preparation of materials such as teaching resources and children's development profile</li> </ul> </li> <li>Participate in parents and community engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday every 4 weeks)</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>Primary School education</li> <li>Previous working experience in cleaning jobs</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a healthy and clean environment for the children and staff of the centre</li> <li>Perform general housekeeping duties at the centre</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Day shift</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Cook</b>	<ul style="list-style-type: none"> <li>Experience cooking in large quantities</li> <li>Possess food and hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of meals for the children and staff of the centre</li> <li>Ensure the cleanliness and hygiene of kitchen and perform general housekeeping duties at the centre.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (one Saturday every 4 weeks)</li> <li>Fixed shift (7am-4.30pm)</li> <li>Full-time</li> </ul>	Island-wide

## PAP COMMUNITY FOUNDATION (PCF SPARKLETOTS) *List 1 of 2*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Centre Principal</b>	Degree in Early Childhood Care & Education with Diploma in Early Childhood Care & Education –Leadership	<ul style="list-style-type: none"> <li>Set long and short-term goals aligned to the centre’s strategic direction and thrusts</li> <li>Plan programmes to achieve the short and long term goals</li> <li>Oversee operations across the centre and ensures the delivery of a quality curriculum</li> <li>Evaluate and monitor staff performance</li> <li>Proactive engagement of parent as partners in the education of their children</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Teacher</b>	Diploma in Early Childhood Care & Education - Teaching (DECCE-T)	<ul style="list-style-type: none"> <li>Provide holistic development through quality learning and ensuring the well-being of pupils</li> <li>Perform class administrative</li> <li>Supervise Assistant Teachers</li> <li>Involved in centre projects</li> <li>Establish and maintain good relationships with parents</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Infant Care Educarer</b>	Higher Certificate in Infant Care (HCIC)/ Advanced Certificate in Early Years (ACEY)	<ul style="list-style-type: none"> <li>Provide holistic development through quality learning and ensuring the well-being of Infants/ Toddlers</li> <li>Perform class administrative</li> <li>Supervise Para-educarers</li> <li>Establish and maintain good relationships with parents</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Educarer</b>	Advanced Certificate in Early Years (ACEY)/ Advanced Certificate in Early Childhood Care and Education (ACECCE)	<ul style="list-style-type: none"> <li>Provide learn and development for children (birth to age 3)</li> <li>Plan and implement appropriate teaching, learning and caregiving approaches aligned to curriculum frameworks</li> <li>Assist in observation and documentation of children’s learning</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	Island-wide

## PAP COMMUNITY FOUNDATION (PCF SPARKLETOTS) *Page 2 of 2*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Trainee Teacher</b>	<ul style="list-style-type: none"> <li>O Level (Minimum 5 GCE O Levels with B4 in English/ Chinese Language)</li> </ul>	<ul style="list-style-type: none"> <li>Provide learn and development for children</li> <li>(2 months to age 8)</li> <li>Set up quality learning environment</li> <li>Observation and documentation of children's learning</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Trainee Educarer</b>	<ul style="list-style-type: none"> <li>Secondary/ N Level/ O Level</li> <li>WPLN Level 5 and above</li> </ul>	<ul style="list-style-type: none"> <li>Provide learn and development for children (birth to age 3)</li> <li>Set up quality learning environment</li> <li>Observation and documentation of children's learning</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	Island-wide
<b>Admin Assistant</b>	O Level	<ul style="list-style-type: none"> <li>Perform finance and administrative functions relating to student matters</li> <li>Perform daily cashier closing</li> <li>Monthly verification and submission of finance documents</li> <li>Maintain fixed asset register and minor asset listing</li> <li>Assist Centre Principal to monitor centre staff strength</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Cook/ Cleaner</b>	No minimum education	<p><b>Cleaner</b></p> <ul style="list-style-type: none"> <li>Maintain the cleanliness of the office and reception area</li> <li>Disinfect premises, furniture, equipment and toys</li> <li>Prepare meals for the children during the absence of the Centre Cook</li> </ul> <p><b>Cook</b></p> <ul style="list-style-type: none"> <li>Prepare daily menu for all meals in the centre</li> <li>Purchase ingredients</li> <li>Ensure clean and hygienic preparation of food</li> <li>Ensure that kitchen/ cooking area are well cleaned after cooking</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating Shift</li> <li>7am-7pm</li> <li>Full-time and Part-time</li> </ul>	<ul style="list-style-type: none"> <li>Island-wide</li> </ul>

## SKOOL4KIDZ

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Centre Leader</b>	<ul style="list-style-type: none"> <li>Degree/ Diploma</li> <li>SPARKS experience</li> </ul>	Manage the assigned Childcare Centre.	<ul style="list-style-type: none"> <li>5.5-day work week (Alternate Saturday)</li> <li>Day shift               <ul style="list-style-type: none"> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	North-east
<b>Preschool Teacher - English</b>	<ul style="list-style-type: none"> <li>Diploma, Diploma in Early Childhood Care and Education - Teaching</li> </ul>	Provide a safe classroom environment that promotes learning, builds confidence and creativity, while preparing the children for primary school.	<ul style="list-style-type: none"> <li>5.5-day work week (Alternate Saturday)</li> <li>Day shift               <ul style="list-style-type: none"> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	North-east
<b>Infant Educarer</b>	<ul style="list-style-type: none"> <li>Certificate in Infant Care (CIT) and Early Years Development Framework (EYDF)</li> <li>Higher Certificate in Infant Care (HCIC)</li> <li>Advanced Certificate in Early Years (ACEY)</li> <li>PC Literate</li> </ul>	Carry out day-to-day developmental and care giving tasks for infant aged 2 to 36 months.	<ul style="list-style-type: none"> <li>5.5-day work week (Alternate Saturday)</li> <li>Rotating shift               <ul style="list-style-type: none"> <li>7am-4.30pm</li> <li>8am-5.30pm</li> <li>9am-6.30pm</li> <li>9.30am-7pm</li> </ul> </li> </ul>	Island-wide
<b>Para Educarer</b>	<ul style="list-style-type: none"> <li>Fundamental Certificate in Early Childhood Care and Education (FCECCE)</li> <li>PC Literate</li> </ul>	<ul style="list-style-type: none"> <li>Provide a safe classroom environment that promotes learning, builds confidence and creativity, while preparing the children for primary school.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week (Alternate Saturday)</li> <li>Rotating shift               <ul style="list-style-type: none"> <li>7am-4.30pm</li> <li>8am-5.30pm</li> <li>9am-6.30pm</li> <li>9.30am-7pm</li> </ul> </li> </ul>	Island-wide