



AUSTRALIAN
INTERNATIONAL SCHOOL
PHNOM PENH

AISPP is a growing international school based in the Russey Keo area of Phnom Penh. We proudly teach the Australian Curriculum, following the International Baccalaureate (IB) framework. We are the only four-programme (PYP, MYP, CP and DP) IB school and a leading educational provider in Cambodia.

We are currently seeking an Operations Manager to join our knowledgeable and growing family.

Operations Manager

The Operations Manager plays an integral role in ensuring our campus facilities remain fully operational and ready for learning. This includes overseeing building repairs and maintenance (including regular maintenance and ad hoc requests), ensuring the teachers' classrooms have the necessary furniture, management of the operations team members, serving as a member of the Crisis Management Team (CMT) and ensuring the campus remains safe for all staff and students.

We are seeking an experienced candidate with excellent spoken Khmer who can manage a team of Cambodian staff, as well as effectively converse in English directly with the teachers and Leadership Team.

The Operations Manager reports to the Head of School and liaises with other senior staff on a daily basis.

The Operations Manager duties include (but are not limited to):

- Managing the Operations budget
- Managing daily requests regarding facilities, security, catering, transportation, etc.
- Manage/ supervise local employees that are part of the Operations team; security guards, cleaners, gardeners and drivers. This includes managing poor performance, absences (planned and unplanned), allocation of tasks and responsibilities
- Responsible for interviewing and hiring Operations staff, with the support of HR
- Manage the Discipline and ongoing/ending of employment of Operations staff as needed
- Understand and comply with Cambodian Labor laws
- Develop and revise policies and procedures pertaining to the non-academic function of the campus
- Oversee parking and traffic management
- Serve as a member of the Crisis Management Team (CMT)
- Serve as a school liaison for external contractors
- Over-see monthly auditing, which includes report submission to Head of School

Bilingual skills in Khmer / English are required:

Khmer - must be able to write and speak fluently.

English - must be able to converse with fluent English speakers, ability to write in English is desirable.

Previous experience in facilities/ operations management is highly regarded, as well as a can do attitude and passion for safety and success.

Child Safety and Child protection is paramount at AISPP, the successful candidate must be able to adhere to international child safety standards as well as pass a local police check.

If you are interested in learning more about joining the AISPP team, please send your Cover letter and CV to HR@aispp.edu.kh. Applications close Sunday 14 November.