

Job Title: Personal Assistant (PA) to Principal in School

Job Summary:

We are seeking a professional and skilled Personal Assistant to support for the Principal. The candidate will provide administrative support, manage the Principal's schedule, and ensure seamless communication with staff, students, and parents.

Key Responsibilities:

- Manage the Principal's calendar, scheduling appointments and meetings
- Prepare and edit correspondence, reports, and presentations
- Handle confidential matters with discretion and professionalism
- Coordinate events, meetings, and projects, ensuring timely completion
- Develop and maintain effective filing systems, both physical and digital
- Take minutes during meetings and distribute them accordingly
- Maintain accurate records and databases
- Perform other administrative tasks as required

Requirements:

- 3+ years of experience as a Personal Assistant or in a similar role
- Excellent communication, organizational and time management skills
- Proficiency in Microsoft Office and Google Suite
- Strong problem-solving and adaptability skills

Working Hours:

Monday to Saturday, 8:00 am - 4:00 pm (with flexibility to work outside regular hours as needed)

Job Title: Senior Administrative Officer (School)

Job Summary:

We are seeking a highly experienced and skilled Senior Administrative Officer to join our school team. The successful candidate will be responsible for providing strategic administrative support to our school leadership, managing school operations, and ensuring seamless day-to-day activities. If you have excellent organizational skills, a proven track record in growth oriented school administration, and a passion for education, we encourage you to apply.

Key Responsibilities:

- Maintenance of school infrastructure & facilities
- Manage school operations, including supervising administrative staff, coordinating events, and maintaining school records.
- Development & implement safety & security policies & procedures.
- Develop and implement administrative policies and procedures to enhance efficiency and productivity.
- Oversee budgeting, financial planning, and expense management for school programs and activities.
- Ensure compliance with school policies, procedures, and regulatory requirements.

Requirements:

- Master's degree in Educational Leadership, Administration, or a related field.
- Minimum 5 years of experience in a senior administrative role in a school setting.
- Proven leadership and management skills.
- Excellent communication, interpersonal, and organizational skills.

- Ability to work in a fast-paced environment and adapt to changing priorities.
- Proficiency in MS Office and school administrative software.
- Strong problem-solving and analytical skills.
- To work from 8 a.m to 4 p.m (should be ready to work beyond regular hours mentioned)

We Offer:

- Competitive salary and benefits package. No bar, depends on candidate.

Highly motivated and experienced educational administrative professional looking for great opportunity to work in challenging setup may submit an application, including resume and cover letter at happymodel16@gmail.com

Looking for a trained TGT Maths, Primary teachers (All Subjects), and Theatre Teachers with a passion for Activity based teaching.

Key Responsibilities:

Implement modern teaching methods to create an engaging and supportive learning environment.

#Foster a love for learning through creative and interactive activities.

Candidate must be

#Experience in teaching

#Strong understanding of subject.

#Excellent communication skills and ability to engage children.

Pre Primary/NTT

Looking for a Montessori-trained pre primary teacher with a passion for dancing, music, and crafts to join our team.

Key Responsibilities:

Implement Montessori teaching methods to create an engaging and supportive learning environment.

#Foster a love for learning through creative and interactive Montessori activities.

Candidate must be

#Montessori certified.

#Experienced in teaching pre-primary or early childhood education.

#Strong understanding of Montessori principles and activities.

#Excellent communication skills and ability to engage young children.