

School Administrator

Description

We are looking for a School Administrator to manage all administrative tasks in one of our partnered schools in Ijebu Ode area of Ogun State.

As a School Administrator, you'll need to wear many different hats; the planner, the problem-solver, the educator and the counselor being a few of them. You should have the skills to communicate with various people, handle budgets and logistics, and keep all educational programs running.

If you're up to the task, and you're also committed to high-quality education, we'd like to meet you.

Responsibilities

- Manage budgets, logistics and events or meetings
- Handle scheduling, record-keeping and reporting
- Ensure the school complies with relevant laws and regulations
- Develop and run educational programs
- Hire, train and advise staff
- Counsel students when needed
- Resolve conflicts and other issues
- Communicate with parents, regulatory bodies and the public
- Have a hand in the creation of the school curriculum
- Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)
- Help shape and uphold the vision of the school

Qualifications

- Proven experience as a School Administrator
- Experience as an educator is a plus
- Knowledge of administrative processes of schools
- Ability to use computers (e.g. MS Office) and education management systems
- Excellent communication skills
- Outstanding organizational ability
- Attention to detail
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude
- Degree in Education or similar field; post-graduate degree is a plus

Job Benefits

By joining this school as a School Administrator, they can offer you:

- A competitive salary
- A supportive team of teachers, support staff and senior leaders

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

Immediately after passing our screening

Duration of employment

Full Time

Industry

Education

Job Location

Meiran, 100361, Abule Egba, Lagos State, Nigeria

Working Hours

Monday-Friday

Base Salary

60000 - # 65000

Date posted

December 23, 2023

Valid through

15.01.2024

- Excellent school facilities
- Opportunities for CPD
- A hard working but welcoming working environment.

Contacts

By registering with Molly Distinct Consult, we can offer you:

- We attract top education talent and in return offer attractive salary.
- Great referral scheme
- Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success
- Help with lesson planning – our support doesn't stop once we've secured you a placement
- Free social and networking events to get to know your peers and consultants