



<https://mollydistinctconsult.com/job/experienced-admin-officer-needed-ile-ifeaccommodation-inclusive/>

## Admin Officer

### Description

Molly Distinct Consult is looking for an Experienced Admin Officer to join this vibrant, newly start-up, happy and successful school in Ile-Ife.

### About the school

The school is a Co-educational and Co-curricular day and boarding School offering the Tripartite Curriculum Nigeria, British America (NBA) in line with the Universal Basic Education in Nigeria. It is an accredited college for WAEC/NECO/JAMB IGSCE/CAMBRIDGE, SAT, TOEFL/IELTS.

The school is located in the city of Ile-Ife, along Ife – Ibadan expressway ile-ife, Osun State, Nigeria. 4 Minutes drive from the prestigious Obafemi Awolowo University.

Some of the features of the school:

- Functional well equipped & purpose-built structures with top notch facilities.
- Secured facility with CCTV cameras, internal security architecture for maximum security.
- Borehole water supply & a standby power generating plant.
- Smart Classrooms
- Serene Environment

The principal is keen to recruiting an Admin Officer to join them in this new academic session

### 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

### 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

Ile-Ife, 220101, Ile-Ife, Osun state, Nigeria

### Working Hours

Monday-Friday

### Base Salary

# 60000 - # 70000

### Date posted

March 6, 2023

### Valid through

31.03.2023

## 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 Professional Phonics Educator, they can offer you:**

- A competitive salary
- A supportive team of teachers, support staff and senior leaders
- 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
- register with us [here](#)