



<https://mollydistinctconsult.com/job/school-administration-officer-needed-satellite-town-lagos/>

School Administration Officer

Description

Molly Distinct Consult is looking for a School Administration Officer to join this vibrant, happy and successful school in Satellite Town, Lagos.

About the school

The school is a Montessori based institution, that provides qualitative and quantitative education to students. It has a wonderful, caring and creative tradition and believe that the teaching of music, drama and other creative arts play a vital role in a child's overall education. Children there have access to a wide variety of activities and interests including the chance to learn a musical instrument as part of their music lessons. Visiting practitioners include theatre groups, actors, musicians, educational practitioners and sports coaches.

The school is situated in Satellite Town, Lagos. It's easily accessible by bus or cab.

The School administrator is keen to recruit a School Administration Officer to join them now.

Responsibilities

Job Description

- To provide administrative support in order to meet the needs of the school, playing an active role in the smooth running of the school office.
- To provide administrative, clerical and financial support within the school, which necessitates acting on own initiative within the broad outlines and guidance of the headteachers.
- To act as a focal point for all enquiries and visitors to the school.

Qualifications

- Strong interpersonal and customer service skills with the ability to work with difficult people;
- Proficient IT skills with experience in using Word, Excel and other online applications.
- Good organizational and time management skills with the ability to work under pressure.
- Reliability; initiative and problem-solving skills;
- Self-motivated and able to work in a collaborative team environment;
- Relevant experiences in schools is preferred but not essential.

Job Benefits

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

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

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

June, 2022

Duration of employment

Full Time

Industry

Education

Job Location

Navy Town, 102311, Satellite Town, Lagos, Nigeria

Working Hours

Mondays through Friday

Base Salary

80,000 - # 150,000

Date posted

June 18, 2022

Valid through

01.07.2022

- 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