



<https://mollydistinctconsult.com/job/tech-admin/>

## Professional Tech Savvy School Administrator Needed-Satellite Town

### Description

We are looking for a Professional Tech Savvy School Administrator to manage all administrative tasks in one of our Successful partnered school at Satellite Town,Lagos.

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.

### Hiring organization

Molly Distinct Consult Jobs

### Employment Type

Full-time, Contractor

### Beginning of employment

Immediately after passing our screening

### Duration of employment

Full Time

### Industry

Education

### Job Location

Satellite Town, Festac, Lagos, Niferia

### Working Hours

Monday-Friday

### Base Salary

# 70000 - # 100000

### Date posted

December 6, 2021

### Valid through

31.12.2021

**Job Benefits**

Excellent Team

Beautiful and accommodating work environment.

**Contacts**

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