



Preston International School

Akure, Ondo State, Nigeria

Vacancy Vice-Principal – (Admin)

We are seeking to appoint a prudent, presentable, efficient and innovative administrator to lead the administrative section of Preston International School – a forward-looking, innovative and exceptional Christian secondary school in Ondo State, Nigeria.

Salary: Negotiable – depending on qualifications and experience

Job Description:

The person appointed will have oversight of all administrative operations of the school. We are looking for someone with administrative leadership background who will be responsible for coordinating the affairs of the school office and non-academic staff. Therefore, as the school's operational manager, you will be expected to develop effective systems for the smooth running of the school office. You will also be responsible for the following:

- Co-ordinating the work of others, including delegation as appropriate (You will be required to assign duties to and monitor the day-to-day performance of all non-teaching staff).
- Training and supervising of other staff, and liaising with other sectional heads.
- Provision of accurate information to staff, students, parents and the general public.
- Issuing reports and statistics for use both within the school and to relevant outside bodies

- Development of systems and procedures within the school which will ensure the provision of an effective and efficient service
- Replying to postal, fax and e-mail requests for information
- Dealing with personal callers
- General office duties

The above list of responsibilities is not exhaustive, and other duties and responsibilities may evolve to the post-holder.

Person Specification

We are looking for someone with previous leadership experience of administrative work preferably in private secondary schools. Working hours: 7.30am to 5.30pm (Mon – Fri) and occasional Saturdays. As this is a residential school, your responsibility towards the entire school community does not finish with the official closing hours. You will still be required to continue to participate in the school life – in a more relaxed, informal manner after school e.g. playing tennis or football or offering to assist with the extension or prep classes. Willingness to reside on the premises is clearly an advantage.

Essential Criteria:

- Good decent and attractive dressing/appearance
- Excellent classroom practitioner
- Good communication skills.
- Computer Literate. (Proficient in the use of Microsoft Word, Excel and Powerpoint).
- Familiarity with email and the internet

- Good tertiary educational qualifications
- Good 'hands-on' leadership skills and behaviours
- Information management skills.
- Good standard of Maths and written and spoken English.

Desirable Criteria:

- Ability to drive a car
- Sportsmanship and Musicianship.
- Ability to contribute meaningfully and significantly to the Christian life on campus.

To apply, download the Application form for Vice-Principal (Admin) and complete it in your own handwriting detailing how your experience and personality meet the above criteria. Send completed application forms to:

The Proprietor
Preston International School,
Km 6, Akure-Owo Road,
P.M.B 786, Akure,
Ondo State, Nigeria

Interviews are on-going and you will be contacted once your application is processed.

For further information:

Tel 08054150117, 08060805202,
08024317643

Email: admin@preston-international.com

Website: www.preston-international.com