

# WE ARE HIRING

# SCHOOL & ACADEMY LEADER

## REQUIREMENTS

- Bachelor's Degree in Education
- Higher National Diploma in Management/Administration/Leadership (Preferable)
- Minimum 2-3 years of work experience in this similar role
- Excellent written and verbal communication skills (English/Sinhala/Tamil)
- Proficiency in Microsoft Office Outlook, Word, Excel and PowerPoint

## SOFT SKILLS

- Mentoring and coaching
- Problem-solving
- Communication
- Collaboration
- Visionary thinking

## HARD SKILLS

- Educational leadership & development
- Curriculum development
- Finance & budget management
- Human resource management
- Project management
- Data analysis
- Supplier management

## BENEFITS

- Accommodation facilities
- Opportunities for professional growth and skill development
- Self-care packages and self-development supports
- Work in a dynamic and creative environment with a passionate team
- Values for multi-cultures and diversity
- Contribute to exciting projects that make an impact
- Flexibility, humanity and learning with challenges

## KEY TASKS

- Foster a supportive school culture that promotes student's engagement and well-being
- Evaluate and develop educational methods and programs
- Providing support and guidance to teachers, mentors and parents for continuous improvement
- Managing the school's budget and financial resources and its suppliers
- Develop and execute plans for the growth of the school and the academy

Send your CV & motivation letter to: [hr@elukids.com](mailto:hr@elukids.com)  
Before: 31 December 2024