

VACANCY NOTICE

REF:C02102023

POSITION	DEPUTY PRINCIPAL
LOCATION	KUALA LUMPUR
INDUSTRY	EDUCATION
TYPE	FULL-TIME

JOB SUMMARY

Responsible for the overall academic, co-curriculum, school climate as well as student and teacher management. Promote educational development, academic excellence and incorporate the institutions Humanistic Culture seamlessly into all teaching and learning activities in the school.

Assist the Principal in the day-to-day operations of the school in the following areas:

- Academic and student affairs management
- School climate management – culture, mind-set, environment, practices, humanistic education development and enforcement
- School community management - stakeholders, parents or authority management
- Human resource management – academic team
- Institutional management – operation effectiveness, resources allocation, policies and procedures, planning, data analysis, system and structure, projects management, financial management

JOB REQUIREMENTS

- Minimum Bachelor's Degree in Education
- Minimum 5 years working experience in Cambridge syllabus school setting, with minimum 2 years work experience in school management position
- Possess strong leadership qualities while being diplomatic and able to work collaboratively yet decisively with all parties.
- Good time management and organization ability.
- Excellent communication and interpersonal skills.
- Has a strong passion for education with a positive and flexible attitude.
- A self-initiative and self-motivated individual that is able to motivate others.
- Proven track record in managing a school/department in similar capacity.
- Proficiency in Mandarin is an added advantage