

Administrator International School

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Company: GVK International School Nellore

Location: Nellore

Category: other-general

Company Description

We suggest you enter details here. Role Description

This is a full-time, on-site role located at GVK International School Nellore in Nellore. As an Administrator of the International School, you will be responsible for ensuring the effective and efficient operation of the school. Your duties will include managing school resources, organizing events, creating and implementing school policies, supervising staff, and handling administrative tasks. You will also be responsible for maintaining a safe, healthy, and orderly environment for students, faculty, and staff. Qualifications

Bachelor's or Master's degree in Education, Business Administration, or a related field.

Minimum of 3-5 years of experience in school administration or a related field.

Excellent leadership, problem-solving, and decision-making skills.

Strong organizational, communication, and interpersonal skills

Knowledge of a variety of educational programs and policies.

Ability to work collaboratively with a diverse group of stakeholders.

Experience in managing a team of professionals.

Demonstrated commitment to diversity, equity, and inclusion in the workplace and in educational environments.

Ability to work under pressure and adapt to changing priorities.

Experience in international schools is preferred but not mandatory.

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