

HEADMISTRESS – PPS

Job description

Primary Purpose: To lead the school operations (Pre – Primary & Primary Wing) in line with the vision and mission of the organization, thus ensuring high levels of parent satisfaction and enable the centre to be profitable on sustainable basis.

Key Accountabilities/Activities:

Primary responsibility:

1. School P&L Management

- Effectively manage the complete school operations in an optimal manner, whereby ensuring that the centre is profitable on a sustainable basis.
- Guide and mentor the marketing team to augment marketing efforts as well to address parent questions.
- Effectively prepare and optimize the budget for entire school operation and control costs.

2. Academic Operations

- Establish and promote high standards and expectations for all students and staff for Academic performance.
- Effectively ensure that the teaching staff is optimally engaged at all points in time
- Effectively ensure that all process are followed in line with statutory regulation of the boards as well as Internal Standard Operations procedures.
- Ensure the information called for by the education department is shared with them within timelines.
- Co-ordinate with the various government agencies for affiliations of various education boards.
- Ensures the activities of the school are conducted in accordance with the rules laid down by the local authority, State Education Department and the respective Board of Examination CBSE or ICSE
- Effectively co-ordinate with the curriculum and academic teams or corporate office for any updates and changes in curriculum.
- Effectively manage various parent events like parent orientation, PTM, VIVA, sports day, coffee meets ,student events like Children's day, term end party, yearend party, field trips, inter house competition and teachers events .
- Oversee the execution of the Sports and Performing Arts Programme as per guidelines.
- Identifying intellectual, physical, social and emotional needs of students' success in school and taking appropriate steps to direct and coordinate the efforts of teachers and parents.
- Effectively manage parent teacher association and respective committees and ensure parent delight during all parent interfaces with the school management.
- Effectively handle parent concerns as and when escalated by the relationship cell.
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Secondary Responsibility:

1. Administration Operations

- Provide strategic leadership for school improvement and development
- Coordinate and supervise the administration activities.
- Responsible for all documentation work regarding school admissions and play a leading role in the student admission process.
- Planning of new projects in discussion with the management.
- Co-ordinate with the various departments In CO for the smooth functioning of school operations.
- Offer solutions and suggestions regarding compliance to various authorities.
- Notify immediately the Board, and appropriate personnel and agencies when there is evidence of child abuse, child neglect, severe medical or social conditions etc.

- Any other assignments as directed by the management.
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual and acoustic.
- Maintaining effective communication with students, staff and parents.
- Effectively guide the Relationship Cell team to resolute parent concerns/queries.
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- 2. **Human Resource Management**
 - Effectively ensure that there is maximum adherence to HR Policies.
 - Effectively work with Human Resources team to recruit efficient resources within the prescribed time frame.
 - Effectively control attrition by facilitating a conducive work environment for the school staff.
 - Ensure teaching and non-teaching staff are taken through induction program at regular intervals.
- 3. **Admission Management**
 - Effectively support the Administrative team to ensure that the admission targets for the academic year is met
 - Effectively train and mentor the Relationship Cell team to ensure targeted conversions whereby ensuring that the admission targets are taken care.
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Required Candidate profile

1. **Qualification:**
 - (B.Ed - Education) AND (PG - Any PG Course - Any Specialization, M.Ed - Education)
- **Experience:**
 - 10-15 years of work experience in academics with minimum 1-2 years of work experience as a vice-principal in a reputed educational institution.
3. **Expected Competencies:**
 - Good analytical skills ability to make recommendations based on information gathered and sound judgment.
 - Extrovert, result oriented, mentor and leader.
 - Demonstrated ability to work in a high growth and dynamic business environment. Ability to deal with ambiguity, understand business requirements and translate those into a Profit Making Centre.
 - High focus on outcomes and ability to stand up to committed deliverables.
 - Strong communication, interpersonal skills - ability to drive consensus in decision making, especially in conflicting situations
 - Effective verbal as well as written communication skills.
 - Effective people skills as well as networking skills.
 - Effective Interpersonal skills
 - Effective time management skills
 - Effective presentation skills
 - High on integrity

Contact

Interested Candidates may send their resume to garima.hr@peoplesuniversity.edu.in / shivendra.hr@peoplesuniversity.edu.in or can call on 0755 – 4005059/5026.