



CAREER OPPORTUNITY

Job Title: Administrative Executive

Are you a visionary leader passionate about shaping the future of young children and young people?

A renowned institution delivering excellence in education through the British Curriculum, is seeking an exceptional individual to join our team as Headmaster.

About Us:

Our mission is to deliver a transformative educational experience that inspires students to excel academically and grow personally. We strive to cultivate a learning environment that is dynamic and inclusive, and focused on nurturing critical thinking, creativity and ethical values.

key responsibilities

- meet and greet all visitors to the school
- answer all incoming calls
- maintain general email accounts
- assist with organising general meetings for parents and teachers
- process online payments of fees and other payments
- maintain bookkeeping and hired documentations
- create invoice and liaise with the finance for payments

Qualifications and Experience:

- A master's degree in administration, BSC in administration or a related field.
- Exceptional communication and interpersonal skills.
- A track record of driving academic excellence and fostering school growth.
- Commitment to continuous professional development and innovation in education
- Excellent working knowledge in Ms word, Excel, Outlook



+233 25662 0601
+233 25644 7977



Homeland.edu.gh
info@homeland.edu.gh



Aplaku - Accra
Opposite Kings University



P.O Box DC 380
Dansoman



Why Join Us?

Work in a dynamic, multicultural environment.

Opportunity to lead a team of passionate educators.

Competitive salary and benefits package.

How to Apply:

Interested candidates should submit their CV, cover letter outlining your vision for leading our school to dkisseh@gmail.com



+233 25662 0601
+233 25644 7977



Homeland.edu.gh
info@homeland.edu.gh



Aplaku - Accra
Opposite Kings University



P.O Box DC 380
Dansoman