



NDOLA TRUST SCHOOL

(Ndola Trust School Limited)
“Success through Hard Work”
www.ndolatrustschool.edu.zm



14th August, 2023.

SENIOR MANAGEMENT VACANCY

Ndola Trust School Limited is situated in Kansenshi, Ndola. The school has spacious, attractive surroundings which give it a welcoming environment conducive for learning. Its enrolment has since inception grown from Primary to Secondary School, with the current enrolment sitting at approximately 800 learners.

The school is a self-sustaining and multi-cultural institution that has no bias towards creed, race, denomination and ethnicity. Ndola Trust School Limited is an equal opportunity employer.

Our values are: *Teamwork, Respect to Clients, Professionalism, Excellence, Integrity and Innovation.*

ABOUT THE ROLE:

Ndola Trust School Limited seeks to recruit a **HEAD OF SCHOOL**, who is essentially the Chief Executive Officer of the establishment, for engagement by October, 2023.

The Head of School will be expected to provide strong leadership and direction to the Ndola Trust School Limited teams, working effectively with all stakeholders in order to ensure that it is the most preferred education institution regionally and nationally.

Reporting Lines: This is a Senior Management position in the establishment. The Head of School will be directly accountable to the Board of Directors and will also work closely and report administratively to the Group Chief Executive Officer in order to implement strategies for the sustained growth of the School and achievement of its goals.

Type of Contract: This is a 3-year fixed-term contract position, with the possible consideration of a new contract following satisfactory performance.

Key Role Responsibilities:

Leadership:

- Provides effectively, a clear direction and leadership to effectively high performing collaborative teams towards the achievement of Ndola Trust School’s vision, mission, values and its annual strategic goals and objectives.

Board:

- Reports effectively all Key Performance Metrics to the Board of Directors in order to present the up-to-date status of the School's operations and financials to facilitate decision making.
- Enables and supports effectively the fulfilment of the Board's governance function in order to ensure adherence to best practice corporate governance.

Policy:

- Develops, implements and reviews effectively all school standard operating policies and procedures in order to manage the school efficiently and effectively.

Strategy:

- Oversees and leads effectively the development and implementation of Ndola Trust School's strategic initiatives and business processes in order to maintain smooth operations with best practices.

Academic:

- Oversees and supervises effectively the implementation of external and internal curriculum through schemes of work, records of work and lesson planning across the school to meet the standard prescribed by the line ministry.
- Leads and coordinates effectively interventions that model the desired learner behaviours in order to prepare them for life after school and the society.

Financial Management:

- Oversees effectively the execution of the finance and accounting function in order to ensure accountability of funds.

Human Resource Management:

- Oversees effectively all staff matters/welfare including recruitment, training and development, compensation and benefits, discipline & grievances, employee performance management and general Human Resource administration in liaison with the Vice Principals of both Primary and Secondary sections in order to fill all vacancies and recruit the right candidates into the right positions at the right time, manage individual and team performance and close any skills gaps and stimulate staff growth, manage everyone's behaviours and maintain order in the school. remunerate employees timely in line with their conditions of service and maintain industrial harmony in the school.
- Oversees effectively cross-functional team management and communication in order to have a high-performing and results-oriented team.

Monitoring and Evaluation:

- Oversees and leads effectively the development, implementation and review of standard monitoring instruments and procedures and monitors effectively the efficiency of all departments and staff through Section Heads/Heads of

Department in order to put in place interventions for continuous improvement of systems and processes.

Administration:

- Authorises timely all procurements of goods, services and works in order to maintain smooth running of school operations.
- Oversees and authorises effectively all school admissions in order to maintain the right calibre of pupils.

School Facilities Management:

- Oversees effectively the management and maintenance of all Ndola Trust School mobile and fixed assets in order to maintain standard infrastructure for the company plant.

Management Systems:

- Develops and implements effectively internal management systems in order to deploy and manage the School's workforce.

Stakeholder Management:

- Engages timely all parents to discuss concerns and/or learner-related challenges and giving advice on how best home and school can work together to benefit the child.
- Oversees effectively and maintains good, strong and trusted relations with staff, pupils, parents, visitors and the Board of Directors as well as other stakeholders that can be leveraged upon to enhance stakeholder and employer's confidence and value.

Public Relations/Reputation:

- Oversees effectively the development and maintenance of a strong and positive brand reputation for the school in order to build and sustain the school's corporate image and uphold stakeholder confidence.

Risk Management:

- Oversees effectively the development and implementation of the School's Risk Management Framework in order to safeguard school assets, resources and human lives.

Performance Management:

- Oversees and supervises effectively periodic performance management and provides guidance to teachers and other staff in order to ensure compliance to performance management policies and procedures and achievement of desired results.

Person Specification:

1. Minimum Qualifications and Experience

(a) Minimum Primary/Secondary Education:

Full Form V/Grade Twelve School Certificate

(b) Minimum Vocational/Professional Qualifications:

Bachelor of Arts with Education Degree with an added advantage of a Master's Degree in Education, Education Leadership or Education Administration

2. Minimum Work Experience Required

- Minimum 15 years work experience in related field, five (5) of which should be at Senior Management level with traceable record of performance.
- Teaching Council of Zambia membership and certification is mandatory.
- Should be an excellent Primary and Secondary School Teacher with demonstrated performance in both sections.

3. Knowledge and Skills/Competencies

(a) Knowledge required:

- Excellent knowledge of how to run a school from Primary to Secondary level successfully
- Excellent knowledge and understanding of private school education business management
- Excellent knowledge of the twenty-first century trends in the education industry
- Up-to-date knowledge of how other private schools are managed at global level

(b) Skills/Competencies:

- Exceptional teaching skills
- Excellent high-performance leadership skills
- Excellent decision-making skills
- Strategic and analytical thinking
- Able to oversee multiple projects at once
- Ability to read and interpret financial reports
- Ability to manage multiple teams
- Ability to build relationships
- Strong interpersonal skills
- Tact and Diplomacy
- Credibility/integrity

- Able to manage risks
- Goal-oriented
- Business Acumen

4. Personality

- Visionary, excellent listener, knowledgeable, reliable, consistent, inspirational, an influencer, understands team dynamics very well and is a unifier, trust-worthy/honest, pleasant personality, motivator, a change agent, highly organized and prepared, excellent sense of judgement, fair and consistent, firm but flexible enough to embrace unexpected challenges.

Applications can be addressed to “The Board Chairperson”, with the job title “Head of School” indicated as the subject matter including your curriculum vitae (**maximum 3 pages**) and copies of certified academic and professional certificates should be sent to:

ndolatrustschool@gmail.com

Please also include in your application letter (in not be more than 600 words), your key competencies and how you have effectively demonstrated in your current and/or past role each of the following attributes: *leadership, project management, innovation, stakeholder management and resource ‘mobilization & management’.*

The closing date for receiving applications is **Wednesday 23rd August, 2023 no later than 17:00hrs.**

Applications received after that time will not be considered.

Kindly note that only shortlisted candidates will be contacted.