



# PERSONNEL DEPARTMENT

## ADVERTISEMENT

### POST OF DEPUTY PRINCIPAL (Acting.) PETIT BORDEL SECONDARY SCHOOL~ MINISTRY OF EDUCATION AND NATIONAL RECONCILIATION

Applications are invited from suitably qualified persons for appointment to the post of Deputy Principal (acting), Petit Bordel Secondary School, Ministry of Education and National Reconciliation.

#### QUALIFICATIONS AND EXPERIENCE

Applicants should possess a Bachelor's Degree, as well as Professional Teaching Qualifications, with at least ten (10) years teaching experience.

#### LIST OF DUTIES

The Deputy Principal, in addition to his/her normal teaching duties, will be required to assist the Principal with the smooth and efficient running of the school and be responsible for:

- a) Working in close contact with the Principal and assisting with any other organizational and administrative duties, which the Principal might require to be done from time to time.
- b) Assisting the Heads of Subject Departments in the continual development of Curriculum. Helping with the professional development of teachers and acting as liaison between the Staff and the Principal.
- c) Assisting with the preparation of the agenda for staff meetings; helping in the preparation of orders for books and supplies and in the supervision of school furnishings.
- d) Monitoring daily Staff attendance and students' attendance.
- e) Helping in the preparation of timetables.

#### SALARY

Salary is payable in the scale \$60,444.00.00 x \$3,492.00 - \$77,904.00 per annum in Grade D

#### CLOSING DATE FOR APPLICATIONS

Applications accompanied by proof of qualifications and two (2) recent testimonials, should be submitted to the Chief Personnel Officer, Personnel Department, 2<sup>nd</sup> Floor, Ministerial Building, Halifax Street, Kingstown to reach her no later than September 13, 2024.