

# GOVERNMENT OF GRENADA

CIRCULAR NO: 48/ 2023

FROM: CHIEF EDUCATION OFFICER (AG.) - MINISTRY OF EDUCATION,  
YOUTH, SPORTS AND CULTURE

TO: ALL PRINCIPALS AND TEACHERS

DATE: SEPTEMBER 20, 2023

SUBJECT: **ADVERTISEMENT FOR THE VACANT POST OF PRINCIPAL –  
SELECTED SECONDARY SCHOOLS**

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Applications are invited from suitably qualified candidates within the teaching service, to fill the vacant post of Principal at the hereunder listed secondary schools:

- **Grenville Secondary School**
- **Grenada Christian Academy**
- **Grenada Boys Secondary School**
- **Wesley College**
- **Boca Secondary**

## **Qualifications and Experience:-**

- Currently in the teaching service and possesses a minimum of five (5) years' teaching experience with a Bachelor's Degree in Educational Administration, Leadership, Management, or any other relevant discipline.
- Experience as a Vice-Principal, Head of Department or in a managerial position will be an asset.

## **Personal qualities and skills required for appointment:-**

- Applicants should possess strong leadership qualities and the ability to foster and maintain good interpersonal relationships; have a positive attitude towards work, and an approachable personality.

## **Duties and Responsibilities:-**

The duties and responsibilities attached to the post are as follows:-

1. The general management and supervision of the school including:-
  - Instruction and discipline;
  - Organization of classes;
  - Accurate keeping of the school registers and other information prescribed by the Education Act and/or its Regulations;
  - Conduct of internal examinations (the questions and/or papers are to be reserved for

review by relevant officers of the Ministry of Education).

2. Maintenance/upkeep of all apparatus, furniture, equipment, textbooks and material supplied by the Ministry.
3. Develop and implement procedures for parental and community involvement in the institution and promote cooperation between the institution and the community it serves.
4. Be responsible for the preparation and implementation of the School Development Plan.
5. Keeping accurate records of all receipts and expenditures connected with the operation of the school.
6. Submission of claims for the salaries of ancillary staff, to the Ministry not later than the 5<sup>th</sup> day of the month for which they are made payable.
7. Submission of monthly returns to the Ministry not later than the 5<sup>th</sup> day of the month following the month to which the information relates.
8. Submission of monthly school visits forms to the Ministry, not later than the 5<sup>th</sup> day of the month.
9. Performance of other duties as may be assigned to him/her from time to time by the Chief Education Officer.

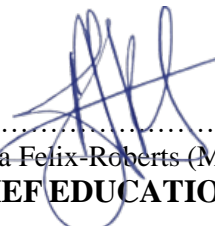
**Salary:-**

The salary attached to the post is at the rate of **\$60, 285** per annum in the **Grade J** by incremental points to **\$78, 777** per annum.

A letter of application from interested candidates should be submitted with a Curriculum Vitae stating age, academic qualifications, length of service, present position, salary, competencies and other relevant information, through the proper channel, to reach the Chief Education Officer, Ministry of Education, no later than **Wednesday 1st November 2023**.

**This circular cancels and supersedes Circular No: 48/2023 dated 12<sup>th</sup> September 2023.**

Applications should be addressed to: -  
Chief Education Officer  
Ministry of Education Youths, Sports and Culture Sir  
Eric Gairy Botanical Gardens  
Tanteen  
St. George's  
**GRENADA**

  
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Alana Felix-Roberts (Mrs.)  
**CHIEF EDUCATION OFFICER (AG.)**