

GOVERNMENT OF GRENADA

CIRCULAR NO: 156/ 2023

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

TO: ALL PRINCIPALS AND TEACHERS

DATE: SEPTEMBER 12, 2023

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

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

- Green Street Pre-primary
- St. Andrew's Methodist School
- St. Michael's Catholic (Byelands)
- Telescope Primary School
- St. Patrick's Anglican School
- South St. George Government School
- Bonair Government School
- St. Andrew's School for Special Education
- St. Matthew's Catholic School

Qualifications and Experience:-

- Currently in the teaching service with a minimum of five (5) years' experience as a Qualified Teacher 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 have strong leadership qualities and the ability to foster and maintain good interpersonal relationship; 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;

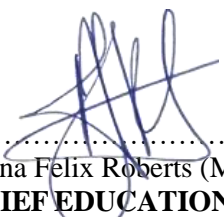
- Conduct of internal examinations (the questions and/or papers are to be reserved for review by relevant officers of the Ministry of Education).
- 2. Maintenance/upkeep of all apparatus, furniture, equipment, textbooks and material supplied by the Ministry.
- 3. Develop and implement procedures for 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 5th day of the month for which they are made payable.
- 7. Submission of monthly returns to the Ministry not later than the 5th 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 5th 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 **\$49,013.00** per annum in the **Grade I** by incremental points to **\$69,571.00** 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 **Tuesday October 24th, 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)