

# GOLDRIDGE SCHOOLS



*(independent co-educational Schools)*

## **VACANCY**

Goldridge Primary School is a member of the Association of Trust Schools in Zimbabwe that is situated in the City of Kwekwe. It is a School for both day scholars and boarders and is also a Cambridge Examinations Centre that offers a broad-based lifelong Curriculum including sports and culture.

The Board of Governors of Goldridge Schools is inviting applications from suitably qualified, competent and experienced persons to fill the following position effective 1<sup>st</sup> of September 2024:

### **HEADMASTER/HEADMISTRESS**

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ A relevant Bachelor's degree in Education Administration or higher.
- ❖ At least ten years' teaching experience, of which at least five (5) years should have been in a Supervisory role as Head of School or Deputy Head or Head of Department.
- ❖ Working experience in ATS schools will be an added advantage.
- ❖ Demonstrable ability in school development as well as Academic and Sports results oriented approach
- ❖ A high level of computer literacy and exposure to modern technological teaching methods required.
- ❖ Very strong appreciation and working knowledge of schools' administration and finance.
- ❖ Should have good interpersonal, problem-solving skills and proven people management and organizing skills.
- ❖ Experience with Cambridge International Examinations Curriculum will be an added advantage.

#### **PRINCIPAL ACCOUNTABILITIES**

- ❖ Coordinating and supervision of all school activities
- ❖ Enforcing and monitoring the effective implementation of the Goldridge Schools policies as well as Parent Ministry policies and circulars on Education.
- ❖ Fostering and achieving a balanced and broader lifelong perspective learning Curriculum and environment; based on Academic and Sporting excellence, good diet, spiritual enhancement and entrepreneurial skills development.
- ❖ Marketing of the School to ensure good visibility, viability and increase in enrolment
- ❖ Stimulating creative and modern teaching methods as well as providing an enabling learning environment in the School.
- ❖ Availing resources to staff in support of Academic, Sporting and Boarding activities
- ❖ Accountable for the school finances and administration matters

Interested persons should send their CVs with the names of three referees and soft copies of professional qualifications on/before 5<sup>th</sup> of June 2024 to-

[boardsecretary@goldridgecollege.ac.zw](mailto:boardsecretary@goldridgecollege.ac.zw)