



Job Description for Position: School Manager

Responsibilities:

- Manage and maintain the School Management System.
- Planning and coordination of Co-curricular activities.
- Coordinate the school events and activities.
- To provide the school administrative function and to ensure the smooth running of the school operations
- To perform any other tasks that may be assigned by the Principal as and when required.

Requirements:

- Possess Degree in Business Administration or equivalent.
- Minimum 3 years related working experience.
- Ability to communicate effectively
- Ability to work on own initiative and contribute ideas to the improvement of procedure at the school
- Mature personality with good leadership and social skills, able to work under pressure, multi-tasking and have good communication skills.