Eden College Boys

APPLICATION FOR THE POST OF MANAGER

REQUIREMENTS

- Proven experience in Managerial/ Leadership role
- Experience in monitoring a budget; school budget
- Strong sense of commitment and discipline
- Experience in Team Management
- Experience in Private Secondary Education and Pedagogy
- Good Communication Skills
- Knowledge of regulations & laws governing secondary education (e. Education Act, PSEA Act...) would be an advantage

RESPONSIBILITIES

- Administration of school – Leadership & Vision
- Finance and Resource Management – Maintenance of school infrastructure and Educational facilities
- Staff Welfare and Discipline – safe and disciplined school environment
- Staff Management – Respect for scheme of duties
- Academic management – Oversee and monitor Academic performance
- Regulations, Laws and Governance – compliance with Education Act, PSEA Act, Labour laws etc

Note: The Owners reserve the right to call only shortlisted candidates for consideration and further reserve the right not to make any appointment as a result of this advertisement.

HOW TO APPLY

Interested candidates are invited to send their application letter, CV, educational certificates, certificate of character, and referees to:

boysedencollege@gmail.com

Or by post to:

The Manager
Eden College Boys
Avenue Ollier, Belle Rose, Quatre Bornes

Closing Date for Applications:

15 October 2026

Only shortlisted candidates will be contacted for an interview.