



**LEEDS**  
INTERNATIONAL SCHOOL

# We are **HIRING**

## Post of **General Coordinators**

Leeds International School is a vibrant and dynamic educational institution committed to providing an exceptional learning environment for students. We are seeking highly motivated and organized individuals to join our team as General Coordinators. This role is pivotal in ensuring the efficient daily operations of the school, fostering collaborative leadership, and contributing to the overall success of our academic and extracurricular programs.

Branches :

**PANADURA / HORANA / NEGOMBO / MAHARAGAMA / MATUGAMA / TISSAMAHARAMA**

### Key Responsibilities:

- Leadership Collaboration
- Team Collaboration
- Operational Monitoring
- Student Affairs
- Technology Integration
- Record Keeping
- Event Coordination
- Facility and Infrastructure Management
- Security, Health and Safety Compliance
- Financial Management
- Resource Allocation
- Stakeholder Engagement
- Continuous Improvement
- Strategic Planning
- Policy Adherence
- Support Staff Coordination
- Performance Monitoring



### Qualifications:

- Bachelor's degree in Educational Administration, Business Management or a related field.
- Proven experience of 2 years or more in educational administration or a similar role.
- Strong organizational, leadership, decision-making and communication skills.
- Ability to work collaboratively with diverse teams.
- Knowledge of relevant laws and regulations in education.

### How to Apply:

If you are passionate about contributing to the success of our schools and possess the qualifications mentioned above, we invite you to apply for the General Coordinator positions at the listed Leeds branches.

Please submit your resume, cover letter, and three professional references to [careers@leeds.lk](mailto:careers@leeds.lk) before 1st April 2024.