



**Position:** Executive Assistant

**Responsible to:** The Principal

Kanha Global school is looking for a well organised, skilled professional and versatile team-player to support the Principal in all aspects of her role. A can-do flexible attitude is vital. From managing schedules and communications to overseeing events and administrative tasks, you'll be at the heart of daily school running.

If you're organised, adaptable and committed to excellence, we want to hear from you. Enjoy a competitive salary, and opportunities for growth in our vibrant and inclusive school community. Come and be a part of our dedicated team, where your contributions make a real impact on the success of our students and our school.

At Kanha Global School we base our learning on the Cambridge curriculum providing our children with a safe, secure, and happy environment, which allows the children to experience, explore and develop a positive approach to learning through constructivist curriculum. We believe that it is through play, interaction and positive, secure relationships that children develop intellectually, creatively, physically, socially and emotionally.

We seek to provide an environment which is guided by excellence: for students, for teachers and for our administration team. We have high expectations of our students and staff, while offering an environment designed to help you thrive. If you would like to have access to high-quality training and structured professional opportunities, and you are willing to offer your proven skills, hard work and team spirit, Kanha Global School could be the place for you.

**Position: Executive Assistant**

**Start Date: Immediate or at earliest convenience**

**Qualifications and Experience:**

- Graduate
- Experience of PA work
- Excellent organisational skills
- Proficient in IT skills
- Excellent command of written and spoken English

**What We Offer:**

- Unique opportunity to live and work in Kanha Shanti Vanam
- Opportunities for professional development and growth
- Supportive Kanha Global School community



**How to Apply:** If you are focused on fostering high levels of progress, committed to inclusive practice, and ready to contribute to our global community, we'd love to hear from you!

Please download our application form and send it with a cover email to [careers@kanhaglobalschool.com](mailto:careers@kanhaglobalschool.com)

Join us in shaping the future of education.