



Hebron School,
Ooty, TN, India

Job Description Leadership Position: Administrator

Job Title: Administrator	Department: Administration
Reports to: Principal	Effective Date: July 2025
Location: Ooty, TN, India	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

The Administrator is responsible for providing administrative leadership in the school. The Administrator works closely with the Principal to ensure the school complies with regulations and maintains high standards of excellence and fosters a positive school climate. He/she also serves as a liaison between the school, the local community and local and national authorities, and other educational institutions.

Responsibilities:

- Be a responsible and active member of the Leadership Team
- Oversee the Heads of multiple departments including transport, reception, facilities, Public Relations, travel and stores, security, forwarding any issues or suggestions to the Principal
- Help with the development and review of departmental and whole school budgets, school policies, rules & regulations
- Attend and participate in meetings with staff, parents and other officials
- Plan and organise school events
- Establish and maintain excellent relationships with parents, staff and students
- Address concerns raised by students, staff and parents
- Supervise campus control, building & ground use
- Prepare and maintain necessary records, budgets and reports
- Participate in and cooperate with community programmes and agencies
- Administer and supervise on-campus vehicle control
- Be knowledgeable of national, state and district school goals & programmes and new educational trends
- Prepare and submit all reports as requested by the Principal, in proper writing and/or oral style and structure
- Perform such other duties as may be assigned by the Principal



Requirements

● Education

- A Bachelor's degree in Education or an equivalent
- Proficiency in MS Office, Google workspace and other software applications
- Knowledge of budgeting & management
- A high degree of professionalism

● Experience

- Extensive teaching and administrative experience
- Excellent research and report writing ability
- Comes up with original ideas

● Knowledge, skills and abilities

- Strong problem-solving & analytical skills
- Strong written and verbal communication as well as presentation skills
- Organisational skills
- Able to follow through on decisions made by the Leadership Team
- Interpersonal skills
- Excellent Time management
- Decision-making skills
- Analyse & process information quickly and arrive at timely solutions
- Native speaker (or equivalent) of English

Preferences:

- Teaching degree or experience in the classroom
- Excellent knowledge and skills in finances, educational law, curriculum and ethics

Benefits:

- Opportunities for professional development and growth
- A supportive and collaborative work environment
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching and learning

Other information (if any):

- An equal measure of indoor & outdoor work
- Remaining active and visible
- Picks up any task that helps the school run smoothly
- Enjoys long hours at the desk typing up reports, answering emails etc.
- May need to work weekends
- Willing to travel, when and as required
- On-site checks - walking required
- Available and Approachable - *standing, sitting, smiling....*

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org