



Government of Vanuatu
CENTRAL SCHOOL
PMB 9016, Port Vila, Vanuatu
Telephone: 23122 Email: admin@centralschool.edu.vu

CENTRAL SCHOOL VACANCY

Central School is seeking to recruit for the below position:

Teacher's Assistant (ECCE/Kindy)

Duties and Responsibilities

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
3. Assists the teachers in classroom activities; may confer with parents on children's progress in the absence of the teacher.
4. Performs miscellaneous job-related duties as assigned.

Experience and Skills Criteria:

- Minimum Year 12 completion required
- Teaching experience desirable but not essential
- Experienced user of MS Excel and MS word
- Be able to assist teachers on instructional level in the classroom
- Must have excellent written/spoken English
- Enthusiastic, honest and reliable

Applicants must describe in a letter how they meet the *Experience and Skills Criteria* and include a Curriculum Vitae and contact details of two Referees including their position, location and contact information.

Applications should be addressed c/o The Principal, Central School and may be submitted in person at the School Admin Office or by email to admin@centralschool.edu.vu. For further inquiries contact the office on 23122.

Application Deadline: 5 January 2024