



Preschool Educator/Mentor

Minimum Education qualifications

- Graduate degree/diploma
- NTT
- Early Childhood Care and Education (**ECCE**), Graduate in Child/Human Development

Mandatory Experience:

- 1 to 5 years of relevant experience
- Experience of interacting with children

Skills/ Behavior

- Warm, friendly personality, sensitive to the needs of others and able to relate well with children
- Ability to communicate in/speak fluent English
- Pleasing personality and love for children
- Team worker
- Unquestioning belief and support of Organization VALUES

Employment type

Full-time

Job description

- Responsible for the physical and emotional wellbeing of students in class.
- Work with children in groups or one on one, depending on the needs of children and the subject matter.
- Plan and carry out a curriculum.
- Organize activities as per requirement of the children.
- Keep records of the students' progress, routines, and interests, and keep parents informed about their child's development.
- Updating the coordinator about any significant episode relating to her class.
- Ensure students are well groomed at all times.
- Inculcate discipline in and out of class.
- Preparing in advance for every lesson.
- Assisting children in boarding and alighting the bus.

Note: Please fill in the form on our website. Our HR team will get in touch with you.



FRONT OFFICE EXECUTIVE – MADE EASY PRESCHOOL, CHATTARPUR, DELHI

Minimum Education qualifications

- Graduate degree/diploma
- Diploma in Office Management

Mandatory Experience:

- 1 to 5 years of relevant experience

Skills/ Behavior

- Candidates should have excellent inter-personal, networking, communication and presentation skills
- Candidates should be a go-getter and believes in achieving the results
- Warm, friendly personality, sensitive to the needs of others
- Computer Knowledge
- Pleasing personality
- Team worker
- Unquestioning belief and support of Organization VALUES

Job description

The person will be responsible for the first interaction with the parent and kids and getting the basic information about the student.

- Making the parent understand the Preschool philosophy.
- Receive, inform & guide parents/ visitors & officials
- To demonstrate professional and polite responses while communicating on telephone an in-person.
- Responsible for handling of incoming and outgoing calls (EPBX Operation).
- Preparation & regular updation of database of visitor contacts and enquiries
- Ensure receipt of magazines and newspapers for the building and display of the latest copy in the reception as well as removal of the outdated magazines
- Provide assistance in general administrative work
- Responsible for maintenance and monitoring of cleaning of front office
- Ensure compliance of regulations and perform any other duties assigned by the Principal.