

Great North Road Academy Group of Schools is inviting applications from qualified and dedicated individuals to fill in full-time positions. The school is equally inviting intern teachers to express interest in gaining practical experience through our Internship Program.

FULLTIME POSITIONS

1. Position: BOARDING PATRON AND MATRON * 2

Key Responsibilities:

- ❖ Supervising learners in the boarding section and ensuring their safety at all times.
- ❖ Maintaining discipline, order, and proper conduct in dormitories.
- ❖ Ensuring cleanliness of dorms, bathrooms, and surrounding areas.
- ❖ Monitoring learners' daily routines including prep time, meals, and rest periods.
- ❖ Providing guidance, care, and support to boarders.
- ❖ Reporting any issues or concerns to school management promptly.

Qualifications and Requirements:

- ❖ Minimum Grade Twelve (12) Certificate.
- ❖ A minimum of 2years Experience as a boarding matron or patron with traceable references.
- ❖ Good communication and leadership skills.
- ❖ Ability to work with children in a disciplined and caring manner.
- ❖ Must be honest, responsible, and hardworking.

2. POSITION: ICT/COMMERCIALS TEACHER.

The ideal candidates should have the following qualifications

- ❖ Grade 12 School Certificate.
- ❖ Bachelors in ICT/Commercials or in any related field Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Computer Literate.
- ❖ Must have a minimum of Two (2)years work experience of teaching an Examination Class.
- ❖ Excellent Communication skills, both written and verbal.

- ❖ Result and goal-oriented.

3. POSITION: SECURITY *2

Key Responsibilities:

- ❖ Conduct regular patrols of the school premises, and surrounding areas to ensure the safety and security of learners, staff, and property.
- ❖ Monitor and control access to the boarding section, ensuring that only authorized persons are allowed entry.
- ❖ Maintain strict access control for learners, staff, visitors, contractors, and service providers.
- ❖ Respond promptly and appropriately to security incidents, emergencies, disturbances, and safety concerns.
- ❖ Maintain a visible security presence, particularly during evenings, nights, weekends, and other periods when learners are in the boarding section.
- ❖ Monitor boarding facilities and report any suspicious activities, safety hazards,
- ❖ Keep accurate records of incidents, visitors, patrols, and any other relevant security activities.
- ❖ Ensure that security equipment, gates, doors, and other access points are properly monitored and secured.

Requirements:

- ❖ Minimum of **2 years' experience in security**, preferably in a school, boarding school, hostel, or other environment.
- ❖ Experience working in a **boarding or child-focused environment** will be an added advantage.
- ❖ Strong observational skills and attention to detail.
- ❖ Good communication and interpersonal skills.
- ❖ Ability to work shifts, including **nights, weekends, and public holidays** where required.
- ❖ Must demonstrate a high level of **reliability, discipline, honesty, and integrity**.
- ❖ Ability to interact respectfully and professionally with learners, staff, parents, and visitors.

- ❖ Must be able to maintain confidentiality and exercise appropriate conduct when dealing with learners.

4. SPECIAL EDUCATION UPPER PRIMARY TEACHERS

The ideal candidates should have the following qualifications.

- ❖ Grade 12 School Certificate.
- ❖ Diploma or Bachelor's Degree in Special Education
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Computer Literate.
- ❖ Excellent Communication skills, both written and verbal
- ❖ Result and goal-oriented.
- ❖ Must have a minimum of Two (2) years work experience of teaching an Examination Class.

5. POSITION: CHEF

KEY RESPONSIBILITIES

- ❖ Prepare nutritious, balanced, and appealing meals suitable for school learners, including learners with special dietary requirements.
- ❖ Plan and prepare daily meals in accordance with approved school menus.
- ❖ Maintain high standards of taste, quality, presentation, and nutritional value.
- ❖ Work closely with the school administration and relevant staff to plan menus and accommodate learners' dietary needs.
- ❖ Maintain cleanliness, order, and proper hygiene in the kitchen, food preparation areas, equipment, and storage facilities.
- ❖ Monitor kitchen stock and communicate requirements for replenishment in a timely manner.
- ❖ Ensure meals are prepared and served on time according to the school's daily schedule.
- ❖ Work professionally and respectfully around children and demonstrate patience, care, and a child-friendly attitude.

REQUIREMENTS

- ❖ Minimum of **2 years' proven experience as a Chef or Cook**, preferably in a school, hospital, or boarding facility.
- ❖ Certificate or diploma in **Food Production, Hospitality, or a related field** will be an added advantage.
- ❖ Good knowledge of food preparation, nutrition, food safety, and hygiene standards.
- ❖ Ability to cater for learners with allergies, special dietary requirements, and other dietary restrictions.
- ❖ Good organizational and time-management skills.
- ❖ Ability to work efficiently in a busy school environment.
- ❖ Good communication and teamwork skills.
- ❖ Ability to maintain confidentiality and professionalism at all times.

6. POSITION: BOARDING MISTRESS

Key Responsibilities

- ❖ Provide daily care, supervision, guidance, and support to learners residing in the boarding section.
- ❖ Ensure the safety, welfare, dignity, and general well-being of all learners under your care.
- ❖ Support learners with special educational needs in carrying out daily activities, including personal hygiene, dressing, and other self-care where required.
- ❖ Monitor learners' behaviour, emotional well-being, and general conduct.
- ❖ Maintain a safe, clean, orderly, and supportive boarding environment.
- ❖ Maintain proper records of boarding activities, incidents, learner attendance, and other relevant matters.
- ❖ Respond appropriately to emergencies, illnesses, accidents, and other incidents involving learners and report them promptly.
- ❖ Maintain confidentiality regarding learners and their personal circumstances.

- ❖ Ensure that boarding facilities, bedrooms, common areas, and personal belongings are kept clean, safe, and orderly.

Requirements

- ❖ Minimum of **2 years' experience working with children**, preferably in a boarding school, special education school, childcare, or similar environment.
- ❖ A qualification in **Education, Special Education, Childcare, Social Work, Nursing, Psychology, or a related field** will be an added advantage.
- ❖ Experience working with learners with special educational needs will be highly advantageous.
- ❖ Good understanding of child safeguarding, learner welfare, hygiene, and basic health and safety practices.
- ❖ Patient, caring, compassionate, and able to work with learners with different needs and abilities.
- ❖ Good communication and interpersonal skills.

7. POSITION : SUPPORT STAFF – BOARDING SECTION

Key Responsibilities:

- ❖ Assist the Boarding Mistress in supervising learners.
- ❖ Support learners with daily routines, meals, study, recreation, and bedtime.
- ❖ Maintain cleanliness and order in boarding facilities.
- ❖ Assist with laundry, bedding, and general boarding duties.
- ❖ Monitor learner safety, behaviour, and welfare.
- ❖ Ensure boarding rules and routines are followed.
- ❖ Report incidents and concerns to the Boarding Mistress.
- ❖ Assist during emergencies and perform other duties assigned by Management.

Requirements:

- ❖ Minimum 1 years' experience working with children, preferably in a school or boarding environment.
- ❖ Good communication and teamwork skills.

- ❖ Patient, responsible, disciplined, and reliable.
- ❖ Physically fit and able to perform boarding duties.
- ❖ Must demonstrate honesty, integrity, and professionalism.

8. POSITION: PART-TIME CHEF TUTOR – SPECIAL EDUCATION

Key Responsibilities:

- ❖ Teach learners basic cooking, food preparation, hygiene, and kitchen safety.
- ❖ Demonstrate cooking techniques and safe use of kitchen equipment.
- ❖ Provide practical lessons suited to learners with different abilities.
- ❖ Encourage learners to develop independence and practical life skills.
- ❖ Maintain a safe, clean, and supportive learning environment.
- ❖ Monitor learners' progress and provide guidance and feedback.
- ❖ Work with teachers and staff to support learners' development.

Requirements:

- ❖ Minimum **2 years' experience as a Chef/Cook**.
- ❖ Culinary qualification or relevant training will be an added advantage.
- ❖ Experience teaching or working with **learners with special educational needs** is an advantage.
- ❖ Good knowledge of food safety, hygiene, nutrition, and cooking techniques.
- ❖ Patient, caring, creative, and able to communicate clearly with learners.
- ❖ Ability to adapt teaching methods to different learner abilities.
- ❖ Reliable, professional, and passionate about teaching practical life skills.
- ❖ Must be available to work on a **part-time basis**.

INTERNSHIP POSITIONS

1. INTERN SCIENCE TEACHER WITH MATHEMATICS SUBJECT COMBINATION

- ❖ Grade 12 School Certificate.
- ❖ Bachelor's Degree in Science with Mathematics or in any related field Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Must be a 2024/2025 Graduate.
- ❖ Computer Literate.

- ❖ Excellent Communication skills, both written and verbal
- ❖ Result and goal-oriented.

2. INTERN ICT TEACHER.

The ideal candidates should have the following qualifications

- ❖ Grade 12 School Certificate.
- ❖ Bachelors of ICT in Education or in any related field Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Excellent Communication skills, both written and verbal.
- ❖ Result and goal-oriented.

3. INTERN TEACHER COMMERCIALS

The ideal candidates should have the following qualifications

- ❖ Grade 12 School Certificate.
- ❖ Bachelors of Education with commercials or in any related field Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Excellent Communication skills, both written and verbal.
- ❖ Result and goal-oriented.

4. EARLY CHILDHOOD INTERN TEACHER *1

The ideal candidates should have the following qualifications.

- ❖ Grade 12 School Certificate.
- ❖ Diploma or Bachelor's Degree in early childhood Education Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Must be a 2024/2025 Graduate.
- ❖ Computer Literate.
- ❖ Excellent Communication skills, both written and verbal

- ❖ Result and goal-oriented.

5. **INTERN LOWER AND UPPER PRIMARY TEACHER * 4**

The ideal candidates should have the following qualifications.

- ❖ Grade 12 School Certificate.
- ❖ Diploma or Bachelor's Degree in Primary Education Certified by **Zambian Qualifications Authority (ZQA)**
- ❖ Must have a valid practicing license from Teaching Council of Zambia.
- ❖ Must be a 2024/2025 Graduate.
- ❖ Computer Literate.
- ❖ Excellent Communication skills, both written and verbal
- ❖ Result and goal-oriented.

If you possess the above required minimum qualifications send your Curriculum Vitae (CV) and Relevant Qualifications in PDF Format to the email: **fasterjobrecruitment00@gmail.com** with the subject Tagline of the position.