

# Principal

**Location:** Beijing

**Starting date:** ASAP

**Profile:** International

## Key Responsibilities:

The Principal is responsible for the overall leadership, management, enrollment and development of the school, ensuring high academic standards, a nurturing environment for student, staff and families, uphold the bottom line of balancing financial control and operational management.

### School operations & administration

- Ensure the school provides a safe, caring and stimulating environment for student.
- Be responsible for the admissions process, from initial contact to enrollment.
- Manage the school's budget and financial planning, ensuring expenses remain within the approved budget.
- With the support of the Chinese principal, ensure compliance with all legal and regulatory requirements set by Chinese authorities and relevant governing bodies.

### Communication, community & external Relations

- Supervise the school's communication strategy and presence across social media platforms.
- Maintain and develop partnerships with international organizations, embassies, cultural institutions, training centers, and other educational organizations.
- Represent the school at social, cultural, promotional and educational events.
- Plan and organize school presentations & open days.
- Organize parent workshops and community events to strengthen parents' understanding of the school's pedagogy and reinforce their sense of belonging.

### Academic & Pedagogical Leadership

- With the support of the pedagogy coordinator, supervise the development & implementation of the curriculum, with a strong focus on keeping multi-cultural environment and bilingual education.
- Support teachers and ensure that teaching materials and classroom resources align with the school's educational philosophy and are appropriate for each age group.
- Approve the school guidance, feedback, and professional development opportunities to teaching staff.

### Human Resources & Team Management

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- Supervise and coordinate team members between the management staffs, teachers, support and kitchen staffs.
- Oversee the recruitment, hiring, and onboarding of teachers and all other staff in line with the school's needs.
- Foster a collaborative, respectful, and positive work environment, and manage conflict resolution when necessary.

## Requirements

- Ability to fully understand and respect the school's existing educational philosophy, build a culture of trust and care, and align with our shared core values.
- Demonstrated kindness, respect, and commitment to student's well-being; familiarity with emotional intelligence and non-violent communication is a plus.
- A strong commitment to continuous professional development and lifelong learning.
- Ability to manage conflict constructively, and maintain positive relationships with staff and families.
- French native language, Fluent in English (mandatory) Chinese is a strong asset.
- Excellent organizational, leadership, and communication skills.
- Strong diplomatic and negotiation skills, with the ability to work effectively under pressure.
- Bachelor's or Master's degree in Education, Management, or a related field.
- Proven leadership and management experience in a school setting.

## Application:

Please send your English CV and cover letter to

[Bj-hr@ccifc.org](mailto:Bj-hr@ccifc.org)

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