

School Committee Vidyut Board Vidyalaya, Vadodara Invites Application
For the Contractual Post of Administrator cum Educationist – 01 POST

Scope of Responsibilities of the Administrator cum Educationist :

The Administrator cum Educationist will be entrusted with the General Management and day to day administration of the school, ensuring and improving quality education standards in school, safety and security of the students/staff etc. while also overseeing the strategic transformation to CBSE as and when decided. The role will be pivotal in ensuring that school meets all necessary academic, administrative, and regulatory benchmarks as required by the Board and Government Policy.

1) The Administrator cum Educationist will be responsible for :

1. **Overall School Management** – Coordinating day-to-day operations across both Gujarati and English medium sections to ensure smooth functioning including all administrative matters relating to day to day functioning of the School.
2. **Overall responsibility to ensure safety/security** of Students/Staff and ensure all the legal compliances of the School and to represent School in all litigations/Cases/Complaints/Forums etc.
3. **CBSE Transition Oversight** – As and when decided, guiding the implementation of CBSE curriculum, policies, documentation, teacher training, and affiliation processes.
4. **Academic Leadership** – Supervising the development of teaching methodologies, academic calendars, and quality assurance mechanisms.
5. **Infrastructure Planning** – Facilitating upgrades or modifications required for existing infrastructure and plan when required for CBSE compliance, including laboratories, libraries, and digital learning tools.
6. **Stakeholder Engagement** – Acting as a bridge between school management, staff, students, parents, and all concerned authorities to ensure transparency and collaboration.
7. **Strategic Planning** – Introducing modern educational practices, continuous professional development for staff, and long-term improvement strategies for school performance.
8. **Designing and improving curricular and syllabus-** Developing effective teaching and learning strategies, Training and guiding teachers and educators, conducting educational research to improve learning outcomes and promoting inclusive and learner-centered education

2) Qualification/Eligibility Criteria of the Administrator cum Educationist :

Individual will be an experienced educationist with strong administrative capabilities. The ideal candidate will have:

- Preferably, a postgraduate degree in Education, School Administration, or a related field
- Higher qualifications/specialization in education will be added advantage.
- Knowledge of psychology, sociology, and philosophy of education
- Leadership and management abilities, Problem-solving and decision-making skills
- A minimum of 15 to 20 years' experience in the education sector, including at least 5 years in a school leadership, administration or management role;
- Demonstrated ability to manage school operations, academic planning, and curriculum delivery;
- Familiarity with CBSE affiliation processes, national education standards and school accreditation;
- Strong communication and presentation skills, organizational, and interpersonal skills;
- Visionary thinking with a student-centric and growth-oriented approach.
- The age of the Administrator cum Educationist shall not be more than 60 years.

3) Recruitment/Selection Process/Methodology & Tenure of the Administrator cum Educationist

- Candidate who are interested in the post shall submit their profile from 08.07.2026 to 22.07.2026 to the member school committee in closed covers with all relevant documents at General Manager (HR), 6th Floor, Sardar Patel Vidyut Bhavan, Race Course, Vadodara.
- The school committee will review the profiles and conduct interviews accordingly.
- The selection of the candidate is based on the interview.
- The selected candidate will be appointed for 2 Years initially & 6 months will be considered as probation period.
- The Appointment may be extended/reviewed based on the performance for one more term for 2 years subject to age criteria defined by GoG from time to time.

This is purely contractual post and the School Committee Management may review/abolish the post as & when required.

Any question or clarification for the advertisement may please be addressed on hrex4.guvnl@gmail.com