



Employment Opportunity

Position Available: PRINCIPAL

Institution: Hagley Park Preparatory School

East Jamaica Conference of Seventh-day Adventists is seeking a qualified candidate to become a member of our administrative team with primary responsibility as Principal for Hagley Park Preparatory School.

Specifications for the position are as follows:

- Faithful and active member in good standing in the Seventh-day Adventist Church.
- Possess a master's degree in educational administration or equivalent with a minimum of five (5) years' experience in school administration.
- Be an excellent instructional leader with proven ability in curriculum development, administration, planning, implementation, and evaluation of education policies and practices, as well as in integration of faith and learning and best-practice pedagogy.
- Possess excellent organizational skills with practical working knowledge in School Administration, School Improvement Planning, and Resource Mobilization.
- Possess a good understanding of the Church's mission and a strong dedication to provide excellence in Seventh-day Adventist education through support of the ethos, vision, and mission of Hagley Park Preparatory School.
- Be skilled in collaboration and consensus building to inspire excellence in the staff and students and to facilitate a team approach to achieving success.
- Exhibit strong leadership skills that will provide direction for the staff and students in a 21st-century learning environment and that will also enhance and integrate the religious dimension of a Seventh-day Adventist school in every aspect of school life.
- Exhibit excellent written, interpersonal, and oral communication skills and a proven ability to work well with students, colleagues, the School Board, parents, and other stakeholders.
- Competent in the use of technology to advance teaching and learning.

- Possess a commitment to school and community improvement and be willing to work extra hours in church and school-related activities.
- Access to a reliable motor vehicle.

POSSESSION OF TWO OR MORE OF THE FOLLOWING WOULD BE AN ASSET.

1. Certificate/Diploma in financial management and accounting, working knowledge of the FAA (Financial Administration and Audit Act), and the Child Care and Protection Act.
2. IAD (Inter-American Division) Certification in school administration.
3. NCEL (National College for Educational Leadership) Training in School Administration.
4. Experience in senior management or Vice Principal.
5. Diploma in Education or a College-Trained Teacher.

The application should be accompanied by the following:

- Cover letter describing your present position
- Detailed resume'
- Three references and proof of credentials
- Proof of original documentation (Photocopies with application)

Written applications should be submitted to the Chairman in both hard and soft copies.

The Chairman
Hagley Park Preparatory School
171 Hagley Park Road, Kingston 11
Email: hpps.prinapply@gmail.com

The deadline for receipt of applications is July 30, 2026.

We thank all applicants; however, only short-listed candidates will be contacted.