

**THE BELLS SCHOOLS OTA, OGUN STATE  
Km 11, Idiroko Road, P.M.B. 892 Ota, Ogun State**



Ref: BUT/HR/ADVERT: PRIMARY SCHOOL HEAD TEACHER /023

30<sup>th</sup> June, 2023

**EXTERNAL / INTERNAL ADVERTISEMENT FOR THE APPOINTMENT OF PRIMARY  
SCHOOL HEAD TEACHER**

The Bells Schools Ota, Ogun State (The Bells) is an International Day and Boarding Co-educational School set in the beautiful undulating landscape of Idiroko Road, Ota. It is spread across 65 acres of land. The school was founded in 1991 by The Bells Educational Foundation.

The Vision is to be the preferred school around the world and build tomorrow's leaders today.

Its Mission is to establish, operate and run educational institutions at all levels that cater for the total development of innate abilities and skills, so as to reach the pinnacle of their productivity and usefulness to themselves, their families, communities, nations and the world.

The Bells philosophy is to produce well educated, well adjusted and disciplined young people who will be guided to face adult life with confidence and who will no doubt play prominent roles in the adult community in future.

Applications are therefore, invited from suitably qualified candidates to fill the position of Primary School Head Teacher.

**THE BELLS PRIMARY SCHOOL HEAD TEACHER**

The Primary School Head Teacher is responsible for the day-to-day administration and management of the School.

**CONDITIONS OF SERVICE APPLICABLE TO THE POST**

The Bells Schools, Ota offers attractive and competitive Conditions of Service comparable to what obtains in the Unity School with appropriate additional conditions as may be determined from time to time by the Governing Board of the School.

**QUALIFICATIONS AND EXPERIENCE**

The candidate for the post of The Bells Primary School Head Teacher is required to possess:

- NCE, BEd, B.Sc, (Ed.) BA. (Ed.) from a recognized Institution, minimum of Second Class lower grade);
- A minimum of 16 years in the teaching profession and professional experience with a minimum of three (3) years residency at the level of Assistant Head Teacher;
- Evidence of Administrative experience and Head of Department, Proven Leadership ability, Evidence of Professional Managerial Training and Administrative experience in School of similar status;
- High integrity and moral character with excellent interpersonal relations;

- A demonstrable evidence of consummate management and leadership passion and drive in previous positions and in addition, must possess excellent communication and interpersonal skill. He/she must exhibit the ability to be a team leader, who leads by example and has clear mentorship skills and plans;
- A considerable degree of competence, responsiveness and judgment on administrative matters with outstanding experience at management level;
- A capacity to instill confidence in others and command the loyalty and respect of people;
- A capacity to understand the complexity of Primary School system and must be able to effectively utilize its human resource to develop a system that will fully support the aspirations to attain world class status in the shortest possible time;
- An excellent physical and mental health and must be ICT compliant.

#### **Method of Application**

1. Each application should be submitted in twenty (20) copies and be accompanied by 20 (twenty) copies of candidates Curriculum Vitae duly signed and dated;
2. The Curriculum Vitae must be presented in the following order:

- i. **Full Name (Surname first and in Capital)**
- ii. Post desired
- iii. Date and Place of Birth
- iv. State of Origin
- v. Nationality
- vi. Marital Status
- vii. Number and Ages of Children
- viii. Contact Address (with Phone(s) and e-mail address)
- ix. Institutions Attended with Dates
- x. Academic Qualifications with Dates
- xi. Professional Qualifications with Dates
- xii. Membership of Professional Bodies (with verifiable evidence of current status)
- xiii. Distinctions and Awards (with Dates)
- xiv. Statement of Work Experience including full details of former and present posts
- xv. Major related services to the Nation
- xvi. Important relevant Conferences/Workshops/Courses attended
- xvii. Publications (Thesis, Books/Monographs, Published Articles)
- xviii. Present Employment, Status, Salary and Employer
- xix. Extra Curricular Activities
- xx. Names and Addresses of three (3) Referees (one of whom must be capable of making competent statement on the candidates professional competence)
- xxi. Each Referee should be contacted by the applicant to forward, direct to the Deputy Vice-Chancellor, Bells University of Technology, Ota, a confidential report on the candidate's character, administrative and management abilities in a properly sealed envelope
- xxii. The application must be accompanied by 20 copies of statement of the candidate's Vision on building a robust and responsive School in the 21<sup>st</sup> Century

xxiii. All applications and supporting documents should be submitted under confidential cover and addressed to:

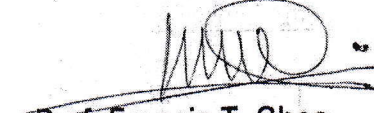
**THE DEPUTY VICE- CHANCELLOR**  
**BELLS UNIVERSITY OF TECHNOLOGY**  
KM. 8, IDIROKO ROAD  
P.M.B. 1015, OTA  
OGUN STATE, NIGERIA.  
[www.bellsuniversity.edu.ng](http://www.bellsuniversity.edu.ng)  
[appointments@bellsuniversity.edu.ng](mailto:appointments@bellsuniversity.edu.ng)

Sealed envelope(s) containing the application should be marked **POST OF PRIMARY SCHOOL HEAD TEACHER** and must be forwarded to reach the above address not later than three weeks from the date of this publication.

**ELECTRONIC SUBMISSION**

- i. The submission of the hard copy must be accompanied by full electronic version of the application and accompanying materials to be mailed as attachment in PDF format to:  
[appointments@bellsuniversity.edu.ng](mailto:appointments@bellsuniversity.edu.ng)
- ii. Referees should be similarly encouraged to submit signed electronic copies of their references in PDF format to the same address.

**CANDIDATES SHOULD PLEASE NOTE THAT ONLY THOSE SHORTLISTED WILL BE CONTACTED**

  
**Prof. Francis T. Cheo**  
**THE DEPUTY VICE- CHANCELLOR**

Cc: Vice-Chancellor