

VACANCY – SCHOOL BUS DRIVERS

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Lekki, Lagos State, which offers a Nigerian/British curriculum. We require a suitably qualified and experienced professional for the position of **School Bus Driver**.

Qualifications:

The ideal candidate must have a minimum of First School Leaving certificate, excellent communication skills, a valid Drivers License, must have a prior experience of driving a Toyota Coaster bus plus Hiace Minibus spanning not less than 5 years (*any experience in a school environment will be an added advantage*), a safe driving record and not criminal history.

Main Responsibilities:

In this position, the driver collects and drops off children along predetermined routes and maintain a safe and friendly atmosphere for all riders in your care. Our ideal candidate should have patience and a calm demeanor when transporting school children or when on other driving duties.

Responsibilities include:

- Pick up and drop off students along predetermined routes.
- Practice safe and defensive driving skills in potentially inclement weather
- Perform basic vehicle checks and maintenance.
- Monitor student behaviour on the bus and report unsafe or abusive behaviour to school administrators.
- Being attentive to traffic and weather conditions and ensuring passenger safety.
- Other duties assigned by the Line Manager.

If you possess the above qualities and experience, then send us the following:

1. A current Curriculum Vitae (*not more than 2 pages*).
2. Copy of educational qualifications (*certificates*). The originals will be required for sighting during the interview.
3. A cover letter justifying why you should be the successful candidate (*not more than one page*).
4. Contact details of three reference (*one must be from your most recent employer*).

Please send your application not later than Friday 09th June 2023 to principal@jameshopecollege.edu.ng . Kindly indicate the position you are applying for in the subject of your email. The successful candidate is expected to start as soon as possible. For more information about James Hope College, Lagos, please visit www.jameshopecollege.edu.ng



VACANCY – SCHOOL MATRONS

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Lekki, Lagos State, which offers a Nigerian/British curriculum. We require suitably two (2) qualified and experienced professionals for the position of **School Matron**.

Qualifications:

The ideal candidates must be registered nurses with excellent communication skills, must have a prior experience of working in a British curriculum boarding school with minimum of 5 years' experience. B.Sc. in Nursing will be an added advantage.

Main Responsibilities:

- *The candidates will work mainly in the boarding houses as pastoral staff.
- *The candidates will be responsible for the wellbeing, cleanliness, organisation and health and safety of all boarders.
- *The candidates will work and provide support and cover for our medical team when necessary.
- *The candidates will provide safety and first aid trainings to all boarders regularly.
- *Other duties assigned by the Line Manager.

If you possess the above qualities and experience, then send us the following:

1. A current Curriculum Vitae (not more than 2 pages).
2. Copy of educational qualifications (certificates). The originals will be required for sighting during the interview.
3. A cover letter justifying why you should be the successful candidate (not more than one page).
4. Contact details of three reference (one must be from your most recent employer).

*Please send your application not later than **Friday 23rd June 2023** to principal@jameshopecollege.edu.ng.*

Kindly indicate the position you are applying for in the subject of your email. The successful candidate is expected to start in September 2023.