



**Bishop's College,  
Colombo 03  
VACANCIES**

**Academic**

**Middle & Upper School**

- English Language & Literature National & Edexcel curriculum Teacher
- IT Teacher (National curriculum)

**Primary School (Grade 1 to 5)**

- English Language and Speech & Drama Teacher

The ideal candidate should possess

- A Bachelor's degree in the relevant subject discipline from a recognized university or institute.
- 2-3 years of teaching experience
- Strong communication and interpersonal skills
- The ability to create a positive and inclusive classroom environment
- Age between 25-45 years

**Non-Academic**

- **Administrative Assistant**
- **Bookshop Assistant**

- Candidates Should Possess a certificate or Diploma in relevant field from a recognized Institute.
- Proficiency in Microsoft, Word, Excel and Outlook
- Strong organizational skills / accurate documentation
- Excellent written / verbal communication skills including Phone Etiquette
- Basic Knowledge of Accounting will be an added advantage

Closing Date for applications: **3<sup>rd</sup> September 2024**

Please forward a complete CV along with contact details of two non-related referees to E-mail: [hr@bishopscollegacolombo.com](mailto:hr@bishopscollegacolombo.com)

The Principal  
Bishop's College  
#15, Boyd Place,  
Colombo 03.

