

# WYCHERLEY INTERNATIONAL SCHOOL GAMPAHA

Tradition - Education - Excellence, motto of Wycherley International School, fittingly symbolizes the cornerstone on which this learning Institution of prestige is founded. Focusing on Academic Excellence, Coupled with Traditional Social Values of a Multicultural Environment, Wycherley has been instrumental in moulding students over the past 35 years. Wycherley is also the First and Only Comprehensive Centre following the Cambridge Curriculum from UKG (Year 1) - A/Levels.

## OPERATION EXECUTIVE

- Responsible for all Day to day operations of the school including all school events.
- Ability to liaise with Police, CMC, MOH, PHI and Other authorities for matters arising in the school.
- Should be able to manage the School Vehicle Fleet, Cleaning, Maintenance, Security, Traffic Control.... etc.
- Ability to manage all Procurement related work.
- Handling documentation and filling related to Operations and Logistics.

## KEY REQUIREMENT

- Minimum three years' experience working in a similar capacity.
- Excellent people management skills.
- Age below 50 years. (Male candidate)
- Ability to multi-task, set priorities and meet deadlines.
- Technical Knowledge will be added advantage
- Good command of the English Language.
- Computer Literate in all Microsoft Office Applications.
- Candidates living in close proximity to the school will be preferred.

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Interested Candidates could forward their CV to [niwantha@wis.lk](mailto:niwantha@wis.lk) with the post clearly marked on the subject line of the email.

Closing date - **30<sup>th</sup> August 2024**

HR Department  
Wycherley International School,  
No. 5, Mudungoda, Miriswatta, Gampaha.  
[www.wycherleygampaha.lk](http://www.wycherleygampaha.lk)



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