

Chessington Schools

Lagos, Nigeria

CANDIDATURES OUVERTES

Registrar & Admission Officer

Assistance administrative · Éducation & Formation

LIEU

Présentiel sur site · Type de contrat indéfini

Lagos, Nigeria

Salaire : 100 000 à 150 000 NGN par mois

CANDIDATURE

place(s) disponible(s)

2 à 5 ans d'expérience

Publiée le 11/10/2026

DESCRIPTION DU POSTE

Chessington Schools (nursery, primary and college, Lagos) is recruiting a Registrar & Admission Officer.

Job description:

- Handle all admission enquiries
- Guide and support prospective students and their parents
- Be the key point of contact for parents
- School public relations
- All other school administrative duties

Notes: the candidate must be personable in appearance, mature and responsible. Experience in a similar role is an advantage.

Salary range: NGN 100,000 – 150,000 per month. Full time, on site. Qualification: BSc/HND.

Experience: 2 to 5 years.

How to apply: send your CV by e-mail with the position as subject (addresses on the source page).

Source: posted 11 Oct 2026 on MyJobMag Nigeria.

PRÉREQUIS

- BSc/HND
- 2-5 years of experience; similar role is an advantage
- Personable in appearance, mature and responsible

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)

CONTACT RECRUTEMENT

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