

Job Title: Education Operations Head

Location: Mumbai (Multiple Centres)

Employment Type: Full-time

Working Hours: 8 hours/day | Monday to Saturday

Salary Range: ₹50,000 - ₹55,000 per month

About Organisation

The Organisation is a Mumbai-based not-for-profit organization dedicated to empowering marginalized communities through education, skill development, and holistic growth. Our flagship after-school initiative, Khushiyon Ki Paathshala (KKP), supports over 800 underserved children across 9 centres by strengthening foundational learning, confidence, curiosity, and overall well-being.

Position Overview

We are seeking a passionate, visionary, and dynamic Principal to lead the Khushiyon Ki Paathshala program. The Principal will drive academic excellence, innovation, and impact across all centres — ensuring that children receive high-quality after-school support that elevates their learning outcomes and life opportunities.

This role is 70% strategic and 30% operational.

Key Responsibilities

Strategic Leadership (70%)

- Drive overall academic vision, program design, and quality enhancement for KKP
- Lead innovations in curriculum, pedagogy, digital tools, and experiential learning
- Strengthen program monitoring systems to track student learning progress, retention, and impact
- Build partnerships for resource mobilization, training, exposure visits, and community outreach
- Provide leadership development and capacity-building support to Centre Coordinators and Teachers
- Ensure alignment with NEP goals and foundational literacy & numeracy benchmarks

- Create safe, inclusive learning environments and promote child protection practices
- Be the Primary POC for any need based or donor initiated expansion (need analysis, budgeting, hiring support, identification of premises, etc)

Operational Management (30%)

- Supervise day-to-day academic operations across all 9 centres (and any future centres, as KKP scales up)
 - Conduct regular centre visits for observation, coaching, and quality assurance
 - Manage teacher deployment, schedules, training needs, and leave planning
 - Ensure timely documentation – attendance, assessments, MIS updates, reporting, Utilization Reports for Donors / CSR Partners.
 - Support enrolment drive, parent engagement, and community relationships
 - Will own all IMPACT parameters (eg : average attendance, educational upgrade YOY, cost effectiveness, control drop out rates, etc)
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Qualifications & Skills

- Bachelor's/Master's degree in Education, or related field
 - Minimum 7-10 years of experience in the education sector (preferably with underserved communities)
 - Strong leadership, planning, and communication skills
 - Ability to inspire teams and drive performance improvements
 - Demonstrated innovation in teaching-learning practices
 - Fluency in Marathi, Hindi & English preferred
 - Proficiency in digital tools (MS Office, EdTech platforms)
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Personal Attributes

- Child-centric mindset with deep empathy for marginalized communities
- Creative problem-solver with a growth mindset
- Confident decision-maker with strong accountability
- Ability to work in a fast-paced, multi-centre environment

- Comfortable with ambiguity and uncertainty and has the ability to work in a matrixed environment (solid line reporting to DGM and dotted line to Advisory Board)
 - Demonstrates result orientation and has the enthusiasm to drive change
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Why Join Us?

- Opportunity to shape the future of 800+ current children from urban slums
- Be a key member in strengthening a high-impact educational initiative
- A purpose-driven culture that values innovation, compassion, and continuous learning
- Be part of a growing organisation and contribute to impact as well as earn the opportunity to grow into HEAD of Education Vertical (completely demonstrated by performance delivery)

Interested candidates can apply on email id: contact@pmspl.net.in