

# **"Recruitment Notice"**

## **Headmistress (HM) – Kindergarten Section**

We are inviting applications from passionate, experienced, and qualified individuals for the position of Headmistress (HM) for our Kindergarten / Nursery section.

**Position: Headmistress – Kindergarten / Nursery Section**

**Location: Office of DIG, GC, CRPF, AVADI - 55**

**Interview Type: Walk-in**

**Date & Time: 04/08/25 at 1200 Hrs.**

### **Eligibility Criteria:**

#### **Educational Qualification:**

Graduate/Postgraduate with a Diploma in Early Childhood Education, Montessori, NTT (Nursery Teacher Training) –or B.Ed. mandatory.

#### **Experience:**

Minimum 10 years of teaching experience in reputed pre-primary/kindergarten institutions.

Minimum 5 years of leadership or administrative experience as Headmistress, Coordinator, or Senior Faculty of minimum 10 years

#### **Skills & Attributes: -**

Effective leadership and ability to manage a team of teachers & supporting staff with professionalism and maturity.

Fluent communication skills in English, Hindi and Tamil language

Child-centred, nurturing, and organized approach

Sound knowledge of pre-primary education practices and early childhood psychology

Calm and thoughtful decision-making abilities.

The appointment is on contractual basis for the period of 11 months. Fixed salary of Rs.17,000/- per month and no other remuneration.

**How to Apply:**

Interested and eligible candidates are requested to submit their detailed resumes through our official mail id: [crpfavd1974@outlook.com](mailto:crpfavd1974@outlook.com).

Website: [crpfmontessorigcavadi.com](http://crpfmontessorigcavadi.com).

**Application Deadline: 31/07/25**

**Requirements:**

Updated Resume

Recent Passport-size Photograph

Scanned copies of educational and experience certificate

**Important Note:**

Only shortlisted candidates will be contacted and invited for the interview.

The final selection will be based on merit, relevant experience, and overall suitability for the role.

Be a part of a nurturing environment that shapes the future with love, learning, and leadership.

For more information, contact us:

**Contact us:**

Contact CRPF MONTESSORI SCHOOL  
GC AVADI, CHENNAI – 600065.

Mrs. Sathiya, NCO.CRPF Montessori School. Mobile: 9445822328.