



JOB ADVERT: SCHOOL PRINCIPAL

Kakenya's Dream (KD) seeks to empower and motivate young girls through education and health to become agents of change and to break the cycle of destructive cultural practices in Kenya, such as female genital mutilation and early forced marriage. These future leaders will improve their community, nation, and world. We challenge ourselves to come up with the best holistic programming for girls and young women and we promise to share our models with others (Website: <https://kakenyasdream.org/>).

Job Summary

KD is seeking to hire a School Principal for Kakenya Girls High School to lead and manage the institution in line with its mission. The Principal will oversee the delivery of high-quality education, fostering excellence in academic achievement and co-curricular activities within a safe and supportive environment. This role requires a dynamic leader committed to a holistic approach to education, focusing on empowering marginalized and vulnerable girls. The Principal will ensure the integration of health, leadership, STEM, arts/culture, and critical thinking into the curriculum, nurturing well-rounded, future-ready students.

Location: Kakenya Girls High School located in Isampin, Transmara West, Narok County.

Reports to: Director of Programs

Duties and Responsibilities:

1. Leadership and Management

- Lead and manage the annual planning, budgeting, budget implementation and monitoring for the school.

- Provide leadership, management and supervision for teaching and non-teaching staff.
- Lead the student recruitment; facilitate admission and ensure their retention in the school.
- Ensure adequate staffing for the school.
- Maintain the school's physical facilities and upgrade the same on a regular basis.
- Ensure that the necessary instructional materials are sourced, availed and utilized by teachers and students to support the curriculum implementation.
- Serve as the accounting officer of the institution and ensure prudent management; proper use and good stewardship of entrusted resources for the school.
- Oversight procurement of goods and services, maintenance of all inventories and all repairs and maintenance in the school.
- Ensure school holds staff meetings, Board of Management meetings, PTA meetings, general parents meetings and academic review meetings, as necessary.
- Serve as Secretary to the Board of Management, and guide the board in their decision-making processes, ensuring they are well-informed and equipped to make sound governance decisions for the institution.
- Ensure induction and mentorship of staff to promote professionalism and integrity in the institution.

2. Curriculum and Learning

- Lead and supervise the interpretation and implementation of the curriculum and ensure teachers prepare schemes of work, lesson plans and other professional documents.
- Ensure school and class teaching and activities timetables are drawn in time.
- Prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation.
- Teach subjects of specialization to impart knowledge, skills and attitudes to the learners, while evaluating their progress.

- Initiate new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialization.
- Embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery.
- Coordinate participation of teachers in workshops/seminars/symposiums to share ideas so as to enhance knowledge in subject areas.
- Coordinate implementation of remedial actions in the school to support students with performance gaps.
- Induct and guide new teachers, trainees and interns on their duties, the rules, policies and culture of the institution.
- Coordinate preparation and production of course materials for curriculum delivery.

3. Exams, Results and Students Development

- Oversee and manage all aspects of performance in the school; teachers and students.
- Coordinate and produce examination timetables for the school.
- Ensure preparation and administering of all internal examinations, tests and assessments, and ensure they are carried out and results produced in a timely manner.
- Coordinate preparation and evaluation of students for national and other external examinations.
- Ensure class and students' reports are done on time by the teachers, and development and performance (progress reports in class work, attendance, discipline etc.) of each student is discussed with school administration and parents/guardians.
- Ensure mechanisms are in place for teachers to observe and evaluate students' general behavior, social development, and physical health and advise school management and parents/guardians accordingly.

4. Co-Curriculum Activities

- Ensure the school adopts activities that nurture students' abilities and talents and promote physical, mental, and social development (PE, games, arts and crafts, music) including participation in school clubs.
- Coordinate all student co-curriculum activities in the school, and ensure the school promotes initiatives that engage students in curricular and

co-curricular activities so as to identify, nurture, and develop talents and skills.

5. Discipline and Wellness

- Ensure there are adequate policies, structures and systems for grievance handling and discipline for school for teachers, non-teaching staff and students.
- Ensure discipline is maintained in the institution by the teaching, non-teaching staff and students to create a conducive learning environment.
- Report grievances and discipline issues to management in a timely manner.
- Ensure there are adequate and working structures and systems for handling all aspects of guidance and counseling services for teachers, non-teaching staff and students so as to instill norms and values for harmonious coexistence.
- Promote welfare of staff and students within the school for motivation, personal and professional growth.
- Ensure there are adequate measures for safety, health, security and welfare of students, teaching and non - teaching staff.
- Ensure compliance to child protection and safeguarding policies in the school and its environment.

6. Other Roles

- Develop and maintain positive relations between the institution and stakeholders; local community, parents, surrounding schools, government departments and agencies, local administration, general public among others.
- Ensure the school participates in activities and programs of KD.
- Ensure proper and optimal utilization of resources allocated for training and learning.
- Plan, coordinate and supervise institutional activities including cleanliness of the compound and general service, repairs and maintenance of furniture, fittings, equipment and machines.

7. Perform any other duties and responsibilities which may be assigned by Supervisor from time to time.

Qualifications and Competencies

1. Education/Academic Qualification

- o Bachelor of Education degree from a recognized institution with two teaching subjects; or a Bachelor's Degree in a relevant area with two teaching subjects plus a Post Graduate Diploma in Education (PGDE).
- o Master's degree in education, leadership, management or relevant discipline is an added advantage.

2. Professional Qualification

- o Must be registered with Teachers Service Commission (TSC) and in possession of a valid Teaching Certificate.
- o Have successfully undertaken the relevant Teacher Professional Development (TPD) modules.
- o Leadership and management training.

3. Relevant Work Experience

- o Served as Secondary School Teacher for a minimum period of eight (8) years; preferably in a school within a rural community.
- o Has held leadership and management positions in a secondary school in Kenya; Deputy Head Teacher and/or Head Teacher over a period of at least three (3) years.

4. Competencies/Abilities/Skills Required

- o Leadership and management skills.
- o Good planning and organizational skills.
- o Good networking and relations management skills.
- o An individual who is self-driven, proactive and a team player with very good interpersonal and multi-cultural skills.
- o Good spoken and written English and Kiswahili.

- o Ability to work in disadvantaged communities in the rural setup.
- o Knowledge in safeguarding and protection of child and vulnerable groups, especially girls.
- o A love for community and a heart to serve are critical for this position
- o Good understanding of development and learning behavior of secondary school students.
- o Attention to detail and ability to work under minimal supervision.
- o Excited about the organizational culture and in particular, fired up to challenge yourself by embracing feedback.
- o Basic knowledge in Computer - MS Office.

How to Apply

If you meet the above qualifications, please email your resume and cover letter indicating your expected salary and availability to jobs@kakenyasdream.org by close of business, 31st August, 2025

Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Ladies are encouraged to apply.

Kakenya's Dream is a child safe organization and all employees are expected to comply.