

Job Advertisement

Job Title : **School Principal**
Reporting to : **School Director**
Location : **Kenya**
Closing Date : **29th July 2024**

Emerald International School (EIS) is the flagship education program for Green Pastures Tabernacle Church (GPTC), Lenana. Founded in May 2007, EIS is located within 10 acre land in Mutuini-Dagoretti South, 3KM off Ngong Rd along Lenana – Mutego –Dagoretti Road. EIS employs two international curricula namely - the Accelerated Christian Education Curriculum (ACE), and British Curriculum, commonly identified as International General Certificate of Secondary Education (IGCSE).

The school's vision is to develop **professional and godly influencers** who will shape society in their time. EIS endeavors to become a regional pacesetter in offering *excellent education* and promoting *holistic character* among godly, hi-tech, and professional learners. The incumbent will provide professional support to both IGCSE and ACE students at EIS.

Job Purpose	The incumbent will be responsible for the overall management of the school. She/he will oversee the implementation of school academic programs, quality assurance through supervisors, staff management, parent engagement, and general student affairs.
Key Responsibilities	<p>Under the supervision of the School Director or any other designated authority, the School Principal shall:</p> <ul style="list-style-type: none"> • Nurture growth of a culture of excellent academics and holistic character among students, • Promote efficiency and satisfaction in customer care. • Ensure compliance with ACE and MOE requirements. • Plan the implementation of the academic calendar of the school. • Develop and implement a robust co-curricular program. • Oversee the sourcing of school curriculum materials. • Work with HR to ensure implementation of a robust induction program for new faculty. • Plan and implement the staff development program in line with ACE and Pearson Edexcel requirements. • Engage with parents on academic progress of students. • Provide regular relevant communication and engagement forum with members of the Parent Teacher Fellowship (PTF) for relationship building. • Attend all PTF meetings as EIS leadership representative. • Facilitate a conducive learning environment for students. • Inspire achievement and school pride in the students. • Work with the school Director to ensure student and staff discipline is upheld. • Ensure children's rights are adhered to when handling student affairs and discipline issues.

	<ul style="list-style-type: none"> • Coordinate student registration for ACE Certification, IGCSE and A-Level exams. • Ensure staff compliance to government, ACE, and Pearson Edexcel professional requirements. • Any other tasks that may be assigned to them. <p>KEY MEASURABLE KPI'S</p> <ul style="list-style-type: none"> • Growth in number of students • High client satisfaction rating • 100% compliance to all policies and regulations applicable. • ACE Silver Status/Model school status & Training center for Teachers • 100% compliance to KNEC/MoE requirements for International Examination Centre
<p>Qualifications, Knowledge and Experience Required</p>	<ul style="list-style-type: none"> • Master's in Education Management or organizational leadership. • Bachelor's degree in Education. <ul style="list-style-type: none"> ▪ Must be TSC registered. ▪ At least 5 years administrative experience in a senior management/leadership in a school/education sector. ▪ ACE & IGCSE training
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Christian maturity • Integrity • Good Communication Skills • Self-motivated • Team player • Problem solving and decision-making skills • Critical thinking and strong leadership capabilities • Professional decorum • Emotional stability • Planning and organizing skills • Institutional and personnel Management

How to Apply

Interested candidates are encouraged to apply and indicate salary expectations. Selection will be on a rolling basis. An application with a detailed CV to reach the below mentioned on or before **29th July 2024**. The HR – Emerald International School.

Email: hr@eis.sc.ke