



ALL SAINTS' CATHEDRAL - NAIROBI

Vacancy Announcement: **School Principal**

All Saints' Cathedral Schools is seeking a dynamic, visionary, and committed **School Principal** to provide strategic and instructional leadership across the Pre-Primary, Primary, and Junior School sections. This is a unique opportunity for an experienced education professional to shape, inspire, and strengthen a thriving Christian learning community.

The **School Principal** reports to the **Provost**.

Key Responsibilities:

1. Provide strong leadership in implementing school programs, curriculum, and co-curricular activities to meet educational goals.
2. Interpret and ensure adherence to Ministry of Education policies and directives.
3. Develop benchmarks to measure school performance and lead continuous improvement initiatives.
4. Manage enrolment and retention by planning capacity, marketing the school, and meeting revenue targets.
5. Oversee staffing needs, including allocation of subjects, identifying gaps, and supporting recruitment and induction.
6. Implement effective strategies to improve academic performance.
7. Set staff performance targets and conduct appraisals.
8. Coach, mentor, and support teachers and learners to maximize their potential.
9. Uphold discipline standards for staff and students in line with school policies.
10. Cultivate a culture of excellence, professionalism, and Christian values.
11. Engage effectively with students, teachers, parents, and stakeholders.
12. Advise and implement decisions from the School Board on academic and disciplinary matters.
13. Manage day-to-day school operations, including preparation of annual budgets.
14. Maintain school records, documentation, and institutional memory.
15. Oversee school infrastructure and advise on maintenance, improvements, and projects.
16. Chair staff meetings and attend education-related forums.
17. Supervise curricular and co-curricular activities.
18. Support spiritual growth initiatives in collaboration with the Chaplain.
19. Serve as Secretary to BOM/PTF meetings and represent the school in relevant forums.
20. Any other duty as may be assigned by the Provost or his delegatee from time to time.

Skills and Knowledge:

- Strong leadership and management abilities
- Effective mentoring and coaching skills
- Sound decision-making and analytical skills
- Excellent interpersonal and communication skills
- Strong stakeholder management capability
- Computer literacy

Academic and Professional Qualifications

- Bachelor of Education degree
- At least 8 years of teaching experience, including a minimum of 5 years as a Principal and at least 3 years in a leadership role such as Deputy Principal or Senior Teacher, with a proven record of strong performance.
- Must be registered by TSC
- Ability to handle other learning areas such as Mathematics, will be an added advantage

Application details

If your qualifications and experience match this opportunity, please submit your application and detailed CV together with copies of academic and professional certificates, testimonials and names of three referees to:

The Provost,
All Saints' Cathedral Nairobi
P.O Box 40539-00100 Nairobi.

Or

Via e-mail address: hr@allsaintsnairobi.org

Or

Dropped at our offices

Applications to be received on or before **11th December 2025**

Only shortlisted candidates will be contacted.

All Saints' Cathedral is an equal opportunity employer