

PRINCIPAL VACANCY ADVERTISEMENT

Greenwood Groove Academy seeks to recruit an ideal candidate for a school Principal role.

Job Summary: Responsible for providing strategic, financial, and operational leadership for the school and will closely coordinate and work with the Board of Directors and senior leadership team.

Job Responsibilities:

- Work closely with the Board of Directors and ensure implementation of Board resolutions.
- Serve as the Secretary to the Board of Directors.
- Act as a strategic partner by developing and implementing the school's strategic plans and programs.
- Develop and ensure implementation of operational policies.
- Provide instructional leadership to achieve maximum student learning growth and potential.
- Guide the recruitment, retention, and development of all personnel to achieve both the school's mission and vision.
- Maintain a positive school environment, furthering the physical security and emotional well-being of all those who comprise the school community.
- Guide the school's financial sustainability by overseeing budget development and the stewardship of the financial resources to ensure appropriate allocation.
- Develop positive relationships with all members of the school community, both national and international
- Any other duty as may be assigned from time to time

Qualifications:

- i. Bachelor's degree in education and/or educational leadership
- ii. A Master's degree in education or its equivalent is an added advantage.
- iii. At least eight (8) years of teaching experience with at least five (5) years in senior positions – Deputy Principal/Principal.
- iv. Ability to empower and inspire.
- v. International teaching experience
- vi. Demonstrated experience in successfully managing change and improving the quality of education.

- vii. Has a high level of integrity.
- viii. Strong financial skills.

How To Apply:

To apply, send the following documents to recruitment@greenwood.sc.ke, by **20th April 2022**.

- i. A cover letter detailing relevant experience
- ii. Detailed CV including names and contacts of referees
- iii. TSC certificate
- iv. Copies of all academic and professional certificates
- v. Copy of national identification card

Kindly note that only shortlisted candidates will be contacted.