



FAITH VENTURES CHRISTIAN ACADEMY

To know Christ and to make Him known (Phil. 3:10)
An outreach of Trinity Fellowship and Accelerated Christian Education

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VACANCY ANNOUNCEMENT

JOB DESCRIPTION

Title: School Principal

Grade: F2

Reports to: School Administrator

Location: Garden Estate, Nairobi, Kenya

Supervises: Deputy Principals, Heads of Departments and Learning Centre Staff.

About Faith Ventures Christian Academy

Founded in 2001, Faith Ventures Christian Academy (FVCA) is an outreach of the Trinity Fellowship, an indigenous non-denominational Christian organization with a special focus on discipleship.

FVCA was established as the pioneer model school in the East and Central Africa region offering the internationally renowned and KICD approved Accelerated Christian Education (ACE) Curriculum with students primarily exiting with the International Certificate of Christian Education (ICCE). As a pilot model Christian school, FVCA aims to be the trendsetter in the region for schools that use the ACE curriculum.

FVCA is run as a Not-for-Profit institution with the sole aim of providing quality Christian Education, with an emphasis on character training and development grounded in Biblical values.

The Principal will be joining a community of staff committed to serving and impacting the lives of every student by modelling Christian virtues and character.

Job Purpose

The School Principal is responsible for providing academic and administrative leadership in the school to ensure effective implementation of the curriculum and school programs in line with the institution's vision, mission, and Christian values. The Principal also oversees staff development, student discipline, co-curricular programs, and overall academic excellence while fostering a Christ-centred learning environment.

Key Duties and Responsibilities

1. Academic Leadership and School Program Management

- Assist in the development and implementation of school goals, objectives, and instructional programs.
- Ensure effective implementation of the school's vision, mission, and Christian values.
- Oversee the academic performance and welfare of students.
- Monitor and evaluate the implementation of the school curriculum and academic programs.
- Identify academic needs of students and develop intervention strategies to address them.
- Receive and review Student Character & Progress Reports, End-of-Term reports, Parent-Teacher Conference reports, and other academic reports.

2. Student Orientation, Christian Formation, and Chaplaincy

- Coordinate student orientation and registration activities.
- Promote and reinforce the school culture, Christian values, and ethical standards among students and staff.
- Foster a Christ-centered environment that supports spiritual, moral, and character development.
- Oversee and support the school's chaplaincy function to ensure effective spiritual guidance and pastoral care for students and staff.
- Ensure the Chaplaincy Office remains functional, accessible, and aligned with the school's Christian mission and vision.
- Coordinate and implement monthly chaplaincy activities and programs including devotions, mentorship sessions, prayer meetings, counselling initiatives, spiritual emphasis programs, outreach activities, and Christian conferences where applicable.
- Work closely with staff, student leaders, parents, and church partners to promote spiritual growth and Christian discipleship within the school community.
- Support the integration of biblical principles and Christian values into school programs, activities, and student life.
- Provide leadership in promoting a caring and spiritually nurturing environment that supports student well-being and character formation.

3. Staff Supervision and Development

- Provide leadership and direction to teaching and non-teaching staff.
- Support staff in implementing school goals and objectives.
- Work with the School Administrator to conduct staff evaluations and performance appraisals.
- Identify staff training and development needs and facilitate professional growth opportunities.
- Coordinate staff development initiatives and activities.

4. Budgeting and Resource Management

- Participate in setting budget priorities together with the Administration and staff.
- Coordinate submissions for Learning Centre (LC) requirements and academic priorities.
- Assist in the preparation and management of departmental and school budgets.
- Ensure efficient utilization of school resources, equipment, materials, and supplies.

5. Co-Curricular Programs Coordination

- Coordinate and oversee implementation of co-curricular activities and programs.
- Supervise non-PACE programs including Music, Art, Information Technology (IT), and Clubs.
- Identify and assign staff to support co-curricular activities and student development programs.

6. Discipline and Student Management

- Implement and communicate school disciplinary policies and procedures to students, staff, and parents.
- Ensure discipline is administered fairly, consistently, and within acceptable guidelines.
- Promote positive student behavior, respect, dignity, and harmonious relationships within the school community.

7. Communication and Stakeholder Engagement

- Communicate school policies, goals, and objectives to staff, students, parents, and the community.
- Maintain open and effective communication within the school.
- Assist the School Administrator in engaging local authorities and relevant stakeholders to support school operations.

8. Records and Administrative Management

- Ensure proper compilation, maintenance, and archiving of school records and reports.
- Supervise inventory management of PACEs, learning materials, equipment, and supplies.
- Ensure accountability and compliance in administrative processes.

9. High School Oversight and Committee Responsibilities

- Provide oversight for the high school, middle school, and junior school.
- Provide oversight for ICCE Convention activities and related programs.
- Serve as Head of High School as outlined in the relevant role requirements.
- Coordinate ICCE and Convention activities and related programs.
- Serve as Secretary to the Board's School Life Committee (SLC).

10. Other Responsibilities

- Carry out any other duties assigned by the School Management Board and/or School Administrator.

Qualifications and Experience

The ideal candidate should be a **Born Again and committed Christian** and possess:

- A Bachelor's Degree in Education with a specialization in two teaching subjects.
- A valid Teachers Service Commission (TSC) number.
- Postgraduate qualifications in Education, Leadership, or People Management will be an added advantage.
- At least five (5) years' experience as a Deputy Principal, Senior Teacher, or in a similar leadership position within a school environment.
- Demonstrated understanding of educational management, staff supervision, and school administration.

- Strong commitment to Christian life, values and principles.
- Training in Accelerated Christian Education, Chaplaincy, Christian Counselling, Pastoral Ministry, or related Christian leadership programs will be an added advantage.

Key Competencies and Skills

The successful candidate should demonstrate:

- Strong leadership and people management skills.
- Excellent analytical, conceptual, and problem-solving abilities.
- High level of integrity, professionalism, and accountability.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work independently and remain self-motivated.
- Strong organizational and planning skills.
- Proficiency in Microsoft Office applications including Word, Excel, and Access.
- Ability to promote teamwork and positive working relationships.
- Commitment to academic excellence and Christian character formation.

Christian Expectations

The School Principal shall:

- Uphold and model Christian values, ethics, and integrity in all aspects of leadership.
- Support the spiritual growth and character development of students and staff.
- Promote a Christ-centred culture within the school community.
- Demonstrate servant leadership consistent with the mission and values of the school.

How to Apply

Interested and qualified candidates are invited to submit their application letter, detailed Curriculum Vitae (CV), copies of academic and professional certificates, and at least three (3) professional referees (with contact information).

Applications should be sent to: admin@faithventures.sc.ke or **physically delivered to**

Faith Ventures Christian Academy
No. 16, Garden Estate Road
NAIROBI

Please indicate “**Application for School Principal Position**” in the subject line of the email or application envelope.

Application Deadline

Applications must be received **before 1600 hrs** on the 25th day of May 2026.

This opportunity is open to both internal and external applicants

Only shortlisted candidates will be contacted.