



BIBLE BAPTIST CHRISTIAN ACADEMY AND JUNIOR SECONDARY SCHOOL

P. O BOX 738-00232 RUIRU

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VACANCY ANNOUNCEMENT

Bible Baptist Christian Academy – Ruiru, Kiambu County

We are a Christian-based institution committed to academic excellence and moral upbringing. We seek to recruit qualified, passionate, and committed professionals to fill the following position in accordance with the Teachers Service Commission (TSC) recruitment guidelines and the Ministry of Education standards.

1. HEAD TEACHER (PRIMARY & JSS)

Minimum Requirements:

- Must be a **Kenyan Citizen** and **TSC registered teacher**.
- Minimum qualification: **Bachelor of Education** or its equivalent from a recognized institution.
- Must have **administrative experience** (at least 3 years) either as a deputy or acting head teacher.
- Must have completed a **TSC-approved Teacher Professional Development (TPD) course**.
- Demonstrated ability to manage both **Primary and Junior Secondary School** under the CBC system.
- Proven Christian character, leadership, and integrity.

Key Responsibilities:

- Provide strategic leadership and day-to-day management of both the Primary and JSS sections.
- Ensure full implementation of the **CBC** and adherence to the **Ministry of Education** policies and **TSC guidelines**.
- Supervise curriculum delivery, teacher performance appraisal (TPAD), and learner outcomes.
- Promote strong Christian values, discipline, and moral instruction in line with the institution's ethos.
- Foster a collaborative working environment among teaching and non-teaching staff.
- Liaise with the Board of Management, parents, and other stakeholders.

APPLICATION PROCESS

Interested candidates must submit the following:

- Handwritten Application Letter addressed to:
The School Board Chair, Bible Baptist Christian Academy, Ruiru
- Updated **Curriculum Vitae (CV)**.
- Certified copies of **academic and professional certificates**.
- Valid **TSC Registration Certificate**.
- **Certificate of Good Conduct**.
- At least **two professional referees**, one from a church or faith-based institution.

Email applications to: **biblebaptistchristianacademy66@gmail.com**

Or deliver physically to: **Bible Baptist Christian Academy, Ruiru**

Deadline for Applications: September 14, 2025

Only shortlisted candidates will be contacted.

Bible Baptist Christian Academy is an equal opportunity employer committed to child safeguarding and the promotion of Christian values in education.

For More information, please contact the following Numbers

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