



MT. SINAI ACADEMY

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MOMBASA

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9th October 2025

VACANCY ANNOUNCEMENT: DEPUTY PRINCIPAL

Position: Deputy Principal

Institution: Mt.sinai academy

Location: likoni

Application Deadline: 21st November 2025

Mt Sinai Academy is a leading educational institution committed to academic excellence, character development, and holistic growth. We invite applications from qualified, dynamic, and result-oriented professionals to fill the position of **Deputy Principal**.

Key Responsibilities

- Assist the Principal in the day-to-day management and administration of the school.
- Oversee academic programs to ensure effective curriculum implementation and quality teaching standards.
- Supervise and support teaching and non-teaching staff to promote discipline, motivation, and performance.
- Coordinate student welfare, discipline, and co-curricular activities.
- Ensure compliance with school policies and education regulatory standards.
- Represent the Principal in their absence and perform any other duties as assigned.
- Prepare lesson plans, lesson notes, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation.
- Teach the subjects of specialization and prepare learners for exams.
- Observe and evaluate students' performance and development.
- Maintain discipline in accordance with stated rules and behavior management of the school.

Qualifications and Experience

- A Bachelor's degree in Education (B.Ed.) or its equivalent from a recognized institution.
- Minimum of **3-5 years teaching experience**, with at least **2 years in a leadership or administrative role**.
- Registered with the **Teachers Service Commission (TSC)**.
- Strong leadership, communication, and interpersonal skills.
- High level of integrity, discipline, and commitment to the school's vision and values.

How to Apply: Interested candidates should submit through email, their **application letter, detailed CV, and copies of academic and professional certificates** to: hr@singawa.co.ke
Only shortlisted candidates will be contacted.