



THE MOMBASA PARENTS CLUB

THE NYALI SCHOOL

CAREER OPPORTUNITY

OFFICE ADMINISTRATOR I

POSITION SUMMARY

The Office Administrator works closely with all members, staff, parents, guardians, and learners by providing information and support when required. The role is highly visible and varied, providing a comprehensive and confidential high-level administrative role in support of the school's Mission and Vision. The suitable person should be able to work with minimum supervision.

Key Responsibilities

- Give administrative support to the school managerial roles.
- Manage back-office operations in the office and provide secretarial support to all the staff.
- Ensure that the office diary is well managed, set reminders for meetings and maintenance of confidential documents and files.

- Develop and maintain a well-organized filing system for all correspondence, reports, and reference material related to the office work.
- Organizing meetings, preparation of agendas, minutes and board papers, and liaising with Board committee members as required.
- Maintain an accurate record of staff meetings – notices, attendance records, and minutes of meetings.
- Perform any other duties as requested by school management and board members
- Communicate with parents, teaching staff, students, board members, and the public.
- Perform clerical duties for the school administration and teaching staff.
- Respond to phone calls, coordinate meetings, and complete general office tasks.
- Maintain staff attendance, payroll changes, and other records for staff, students and parents.
- Manage the admissions process from end to end.
- Maintain Members register and other records.

Academic Qualifications and Requirements:

- Minimum KCSE Grade: B (Plain)
- Bachelor’s Degree in Business and Office Management (must have been attained not less than 3 years ago)

Work Experience:

Minimum 2 years in office administration and management duties, marketing, and financial document handling OR experience working in a financial organization

Technical Skills:

The successful candidate should have Proficiency in:

- Data presentation and use of spreadsheets

- Document production and data management
- Business Information Systems
- Shorthand speed 1 (a practical exam will be administered)

Skills /Competencies

- Strong planning and prioritization skills and a high level of confidentiality.
- Ability to multi-task and maturity to handle a range of situations.
- Outstanding oral and written English communication skills.
- Strong personality, team player, with a high level of integrity.
- Excellent interpersonal skills, meticulous and thorough.
- An understanding of corporate governance protocol.
- Highly developed organizational skills and ability to work under tight deadlines.
- Ability to work with minimal supervision

JOB APPLICATION PROCEDURE

Kindly submit your soft copy application accompanied by a detailed CV and testimonials to the school email hr@nyalischool.sc.ke.

Hard copy applications can also be submitted to the School Secretary.

Letters should be addressed to:

**The Human Resource
Subcommittee,**

**The Mombasa Parents Club,
P.O Box 81050-80100,
Mombasa.**

Indicate the vacancy applied for as the email subject.

*The same should be submitted not later than **20TH of JULY, 2025.***



THE MOMBASA PARENTS CLUB
THE NYALI SCHOOL

CAREER OPPORTUNITY

VACANCY: SWIMMING COACH

The Nyali School, a leading institution committed to academic excellence and holistic development, invites applications from qualified and passionate individuals for the position of **Swimming Coach**.

Location: Nyali, Mombasa

Category: Co-curricular Department

Reporting To: The School Principal

Key Responsibilities:

- Plan, coordinate and deliver effective swimming lessons and training programs for learners.
- Identify and nurture swimming talent and prepare students for internal and external competitions.
- Ensure safety and discipline in and around the swimming pool.
- Maintain records of learners' progress and achievements.
- Collaborate with other coaches and staff in organizing sports events and inter-school competitions.

Qualifications & Requirements:

- KCSE (Form IV) certificate. A relevant diploma in swimming instruction, pool management, or a related field will be an added advantage.
- Minimum of Level II Coaching Certification from FINA, KSTCA, or Kenya Swimming Federation (KSF).
- Valid Lifeguard and First Aid Certification (including CPR).
- Minimum 2 years of proven experience as a swimming coach, preferably in a school or club setting.
- TSC Registration is an added advantage for applicants interested in school-based coaching.
- A passion for working with children and promoting discipline, safety, and excellence in sports.

How to Apply:

Interested candidates should submit hard copies of their cover letter, CV, and relevant certificates to the school or email hr@nyalishool.ac.ke on or before **20th July 2025**.

Kindly indicate “**Swimming Coach Application**” in the subject line.

The Nyali School is an equal opportunity employer.

Only shortlisted candidates will be contacted.



THE MOMBASA PARENTS CLUB
THE NYALI SCHOOL

CAREER OPPORTUNITY: SWIMMING POOL ATTENDANT

The Nyali School, a reputable learning institution owned by the Mombasa Parents Club, is seeking a committed and safety-conscious individual for the position of:

SWIMMING POOL ATTENDANT

Key Responsibilities:

- Monitor and ensure the safety of all pool users, including learners and staff
- Maintain cleanliness and hygiene of the pool and surrounding areas
- Check and balance water quality and chemical levels regularly
- Report equipment faults and hazards to management promptly
- Enforce pool rules and ensure discipline among users
- Support the swimming coach and assist during swimming lessons and school events

Minimum Qualifications and Requirements:

- KCSE (Form IV) certificate. A relevant diploma in swimming instruction, pool management, or a related field will be an added advantage.
- Valid Lifeguard Certification from a recognized body
- Certificate in First Aid and CPR

- At least 2 years of experience working in a similar role (school or club setting preferred)
- Knowledge of pool chemicals, filtration systems, and basic pool maintenance
- Good communication and interpersonal skills
- Must be vigilant, responsible, and passionate about safety

Application Procedure:

Submit hard copies or email your cover letter, detailed CV, and relevant certificates/testimonials to: hr@nyalishool.sc.ke

Address your application to:

**The Human Resource Sub-committee,
The Mombasa Parents Club,
P.O Box 81050-80100,
Mombasa.**

Deadline for application: 20th July 2025

Use the job title as the subject line of your email.

The Nyali School is an equal opportunity employer.

Only shortlisted candidates will be contacted.

The Nyali School is proudly owned and managed by the Mombasa Parents Club.



THE MOMBASA PARENTS CLUB

THE NYALI SCHOOL

TEACHING VACANCY ANNOUNCEMENT

We are inviting applications from qualified and passionate individuals to join our team of facilitators as follows: - Primary School (4 positions) and Pre- primary (1 position). The ideal candidates must demonstrate strong competencies in delivering CBE and a commitment to developing well-rounded learners.

Minimum Requirements (P1 Facilitators).

1. P1 Certificate
2. Bachelor's Degree in Education (B. Ed)-Primary option will be an added advantage
3. At least 3 years of school management and teaching experience in **three or more** of the following learning areas:
 - English, mathematics, Kiswahili, CRE, Agriculture and Nutrition, Social Studies and Science and technology.
4. TSC Registered (mandatory)
5. Proven experience in CBE implementation

Minimum Requirements (Pre-Primary).

1. Diploma in Montessori OR
2. Diploma in Early Childhood Education
3. P1 Certificate
4. Bachelor's Degree in Education (B. Ed-Early Childhood) will be an added advantage
5. At least 3 years of teaching experience and school management.
6. TSC Registered (mandatory)

7. Proven experience in CBC implementation

Key Performance Areas:

- Effective delivery of curriculum content aligned to CBC
- Positive learner academic and behavioral outcomes
- Active participation in co-curricular and school-wide programs
- Timely preparation and submission of professional records
- Engagement with parents and guardians to support learner growth
- Contribution to school development initiatives and professional learning

Main Responsibilities:

- Plan, prepare and deliver engaging CBC-aligned lessons
- Assess, record, and report on learner progress and development
- Create a supportive, safe, and stimulating classroom environment
- Integrate ICT in teaching and learning where appropriate
- Support learners in talent development and character formation
- Maintain accurate academic and administrative records
- Collaborate with colleagues to foster a vibrant learning community
- Uphold the school's values, policies, and professional standards

How to Apply:

Interested candidates should submit hard copies of their cover letter, detailed CV, academic/professional certificates, and other relevant documents to the school or email hr@nyalishool.sc.ke on or before **20th July, 2025**.

Only shortlisted candidates will be contacted.

Join us in shaping the future of education-one learner at a time!

Owned by the Mombasa Parents Club



THE MOMBASA PARENTS CLUB
THE NYALI SCHOOL

CAREER OPPORTUNITIES

THE SCHOOL ASSISTANT ACCOUNTANT

KEY RESPONSIBILITIES

- Handling of both accounts receivable and payable ledgers.
- Processing daily, weekly, and monthly reports.
- Undertaking accounts reconciliations
- Undertaking annual audits.
- Maintaining accurate records and filing systems.
- Handling customer queries and resolving any issues in a timely manner

SKILLS AND QUALIFICATIONS REQUIRED

- Minimum KCSE Grade: B (Plain)
- Certified Public Accountant (CPA) Finalist.
- A bachelor's degree in accounting option is an added advantage
- Registered with ICPAK
- Minimum two years' experience in similar role.
- Proficiency in using accounting software packages, MS Office, and school ERP
- Attention to detail and good organizational skills
- Strong communication and interpersonal skills

- Ability to work under pressure and meet deadlines

JOB APPLICATION PROCEDURE

Kindly submit your hard copy application accompanied by a detailed CV and testimonials to the school or email hr@nyalishool.sc.ke

Address to:

The Human Resources Subcommittee,

The Mombasa Parents Club,

P.O Box 81050-80100,

Mombasa.

Indicate the vacancy applied for as the email subject.

*The same should be submitted not later than **20TH of JULY, 2025.***

The Nyali School is an equal opportunity employer.

Only shortlisted candidates will be contacted.

THE NYALI SCHOOL IS OWNED BY THE MOMBASA PARENTS CLUB