



### INTERNAL VACANCY ANNOUNCEMENT

<b>Title:</b> Designated Child Protection Officer	<b>Department:</b> Counselling
<b>Reporting to:</b> HOS	<b>Duty Station:</b> KG, Prep & Secondary Sections
<b>Date of Issue:</b> 1 <sup>st</sup> April 2026.	<b>Deadline Date:</b> 20 <sup>th</sup> April 2026.
<p><b>Job Summary</b> -Premier Academy is a leading British Curriculum School renowned for its academic excellence and commitment to developing well-rounded global citizens. We are seeking an enthusiastic and dedicated Designated Child Protection Officer to play a key role in identifying, reporting, and managing safeguarding and child protection concerns. The successful candidate will champion and promote a strong culture of safeguarding across the school community.</p>	

#### **Key Responsibilities:**

- **Act as a point of contact for safeguarding concerns in the section.**  
Serve as a trusted and approachable figure for pupils, staff, and parents to raise any safeguarding issues. This means being visible, accessible, and responsive whenever concerns arise.
- **Receive and record concerns accurately and confidentially**  
Ensure that all safeguarding disclosures are documented with precision, avoiding assumptions or personal interpretations. Records must be kept securely and shared only with authorized personnel.
- **Escalate concerns promptly to the Designated Safeguarding Lead (DSL)**  
Safeguarding issues must never be delayed or minimized. Immediate referral to the Designated Safeguarding Lead (DSL) ensures that professional judgment and appropriate action are taken quickly.
- **Support monitoring of vulnerable pupils**  
Work closely with teaching staff and pastoral teams to identify patterns of behavior, attendance issues, or emotional changes that may signal vulnerability.
- **Help ensure pupils feel safe to disclose concerns**  
Create a supportive environment where pupils know they will be listened to without judgment. This involves building trust, showing empathy, and reinforcing that their safety is the school's priority.
- **Attend Trainings on Safeguarding whenever asked to or required.**

#### **Academic Qualifications**

- Minimum of 3 years of relevant experience in implementing child protection programs, preferable in a school setup.
- Bachelor's Degree in Education, Social Work, Human Rights, or Related Degree is Desired

#### **Interpersonal & Management Skills.**

- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities.
- Good planning and coordination skills, with the ability to organize a substantial workload comprised of complex and diverse tasks.
- Ability to remain flexible in a dynamic environment and work well in a team.
- Good interpersonal and communication skills.
- Good report writing and computer skills.
- Good command of English both oral and written

**Application Process:** If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal: <https://premier-sri.ac.ke/jobs/> not later than **20<sup>th</sup> April 2026**.