



02<sup>ND</sup> FEBRUARY 2026

## Job Advertisement – Head of Extracurricular Activities

<b>Brief:</b>	The German School Nairobi is seeking to fill the post of Head of Extracurricular Activities.
<b>Start Date:</b>	01 <sup>st</sup> March 2026 or according to negotiations.
<b>Environment:</b>	The German School Nairobi (DSN) is a respected and internationally recognized institution, offering a German curriculum to over 400 students from Kindergarten to Upper Secondary. Located in the heart of Nairobi, our school thrives on diversity, academic excellence, and a vibrant learning culture. We are committed to nurturing the holistic development of our students in an inclusive and stimulating environment.
<b>Job Profile Summary :</b>	<p>We are seeking a dynamic and visionary Head of Extracurricular Activities to lead, coordinate, and grow our extracurricular program across all school levels. This role is key to advancing students' personal development, creativity, leadership, and global citizenship through a wide range of high-quality co-curricular offerings in sports, arts, culture, and community engagement.</p> <p>Working collaboratively with teachers, students, parents, and external partners, the Head of Extracurricular Activities will ensure that all programs are inclusive, engaging, and aligned with the school's educational philosophy and values. The role supports the holistic development of students from Kindergarten through Secondary levels, promoting a balanced and vibrant school life that reflects both German educational standards and the diverse cultural context of Nairobi and the German School in Nairobi.</p> <p><b>ACCOUNTABILITIES</b></p> <ol style="list-style-type: none"><li><b>1. Strategic Planning and Program Development</b><ul style="list-style-type: none"><li>▪ Develop a clear vision and long-term strategy for the growth and integration of extracurricular activities, including but not limited to the Sports Academy, into the school's overall educational framework.</li><li>▪ Ensure high quality standards across all offerings, including sports training, creative activities, academic support, and student care.</li><li>▪ Meeting regularly with the Head of Administration and Principal to review the progress and development of the extra-curricular program termly, and provide reports to the Head of Administration</li><li>▪ Maintain close communication with school leadership, teaching staff, parents, and external partners to align program development with the school's mission and vision.</li></ul></li><li><b>2. Program Coordination and Operational Management</b><ul style="list-style-type: none"><li>▪ Oversee the day-to-day operations and overall coordination of all extracurricular activities, ensuring smooth and efficient program delivery.</li><li>▪ Plan and schedule a broad range of afternoon programs, including sports, arts, academic enrichment, and social activities.</li><li>▪ Manage timetables, staffing, resource allocation, and logistics for all activities.</li></ul></li><li><b>3. Financial and Resource Management</b><ul style="list-style-type: none"><li>▪ Develop and monitor program budgets, ensuring financial transparency and accountability.</li><li>▪ Identify and secure external funding sources or sponsorships where applicable.</li><li>▪ Coordinate closely with the school's finance department and external partners to ensure sustainable program funding.</li><li>▪ Contribute to pricing models and fee structures for program participation.</li><li>▪ Preparing an annual report on the extra-curricular program for the Principal and Head of Administration, which includes making recommendations for future programs and resource requirements.</li></ul></li></ol>

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	<p><b>4. Stakeholder Engagement and External Partnerships</b></p> <ul style="list-style-type: none"> <li>▪ Build and maintain partnerships with external organizations, institutions, and sponsors (e.g. KESA, KAISO, local clubs, NGOs) to enhance program offerings and community impact.</li> <li>▪ Serve as the liaison between the school and key external partners such as Elevate Sports, once formalized, ensuring smooth operational coordination.</li> <li>▪ Attend coordination meetings with external providers and internal leadership to align joint programming (e.g. scheduling, logistics, feedback loops).</li> <li>▪ Facilitate integration of externally managed activities (such as swimming or team training) into the broader extracurricular framework, ensuring consistency in quality, communication, and safety standards.</li> </ul> <p><b>5. Compliance, Safety &amp; Risk Management</b></p> <ul style="list-style-type: none"> <li>▪ Review and ensure that all activities are in full compliance with applicable legal, insurance, and safety regulations.</li> <li>▪ Develop and implement safety protocols, supervision plans, and emergency response procedures for all after-school activities.</li> <li>▪ Liaise with the school's legal advisors and insurers to maintain appropriate coverage for extracurricular operations.</li> </ul>
<b>Why join us?:</b>	<ul style="list-style-type: none"> <li>▪ A collaborative, multicultural, and forward-thinking work environment.</li> <li>▪ Integration into a motivated and inclusive school team.</li> <li>▪ Competitive compensation and benefits package.</li> </ul>
<b>Qualifications, skills and requirements:</b>	<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Education, Sports Management, Business Administration, or a related field.</li> <li>▪ At least 5 years' leadership experience in extracurricular program management, sports/youth development, or education-related roles.</li> <li>▪ Proven success in program development, team coordination, and stakeholder engagement.</li> </ul> <p><b>Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>▪ Strong interpersonal and communication skills across diverse audiences.</li> <li>▪ Experience in budgeting, financial oversight, and external fundraising or sponsorship.</li> <li>▪ Sound knowledge of safety and liability protocols in youth and sports programming.</li> <li>▪ Highly organized, proactive, and flexible approach to leadership.</li> <li>▪ Proficiency in German is a strong asset.</li> </ul>
<b>Application procedure:</b>	<p>Interested candidates should send their full application (CV, cover letter, and references) with the subject line "<b>Head of Extracurricular Activities</b>" via email to: <a href="mailto:applications@germanschool.co.ke">applications@germanschool.co.ke</a> by <b>16<sup>th</sup> February 2026</b>.</p> <p><i>Only short-listed candidates will be contacted. Applications will be reviewed on a rolling basis.</i></p>