



GERMAN SCHOOL NAIROBI – JOB DESCRIPTION

1. Role Details:

Role Title: Administration Support & Security Advisor	Department or Function: Administration
Role Reports to: Head of Administration	Location: German School, Nairobi
Job Capacity: 40 Hours per Week	Current Job Holder:

ROLE PURPOSE

The Administration Support & Security Advisor provides cross-functional operational, administrative, and organizational support across the school while also overseeing and advising on security-related matters.

The role supports the Head of Administration and all school departments in ensuring efficient workflows, smooth coordination of decentralized administrative processes, compliance-related follow-up, and effective event management. In parallel, the role acts as the School's operational security focal point, supporting preparedness, risk mitigation, emergency coordination, and security awareness across the organization.

The position requires a highly organized, proactive, and service-oriented individual with strong coordination, communication, and problem-solving skills.

KEY RESPONSIBILITIES

A. Administration & Operational Support

- Provide administrative and operational support to the Head of Administration and various school departments.
- Support and coordinate cross-departmental workflows and decentralized administrative processes to ensure timely implementation and follow-up.
- Act as liaison and coordination focal point for decentralized operational topics such as Data Protection (DPO coordination), compliance follow-up, documentation, and internal administrative processes.
- Coordinate and monitor action points arising from DPO requirements and ensure follow-up with responsible departments.
- Support office organization, workflow optimization, and administrative efficiency initiatives.
- Coordinate and support the planning, organization, and implementation of school events, staff functions, visitor programs, and official school activities.
- Provide operational support for school trips, delegations, and external visitor coordination where required.
- Assist in facility management, procurement coordination, purchasing processes, and related administrative activities.
- Support communication and coordination between departments and external service providers.
- Address routine inquiries professionally via phone, email, and personal contact.
- Ensure accurate record keeping, document management, and strict confidentiality at all times.
- Maintain and regularly update emergency documentation and operational contact records.

B. Procurement & Logistics Coordination

- Coordinate annual and operational procurement processes in liaison with the Head of Administration, Finance Department, Procurement Officer and relevant departments.
- Consolidate departmental order requests and ensure completeness and accuracy of submissions.
- Coordinate international orders and shipment logistics with suppliers and partners.



- Support receipt, verification, distribution, and documentation of delivered goods and shipments.
- Assist in supervising unloading and distribution processes for school supplies orders.

C. Security Advisory & Risk Management

- Serve as the School's operational Security Advisor and support the continuous improvement of school security standards and preparedness.
- Provide security-related guidance and operational support to school management during routine operations and critical incidents.
- Coordinate with relevant security stakeholders, service providers, emergency responders, and external agencies where required.
- Support the development, implementation, and review of security procedures, contingency plans, evacuation protocols, and emergency preparedness measures.
- Ensure emergency documentation and security procedures remain updated and operational.
- Support regular security trainings, drills, awareness sessions, and induction programs for staff and visitors.
- Monitor and support security risk mitigation measures across the school campus.
- Support supervision and coordination of security coverage and access control procedures at school entry points.
- Assist in conducting security audits, assessments, and incident follow-up activities.
- Promote a culture of safety, preparedness, and security awareness throughout the school community.

It is not always possible to define completely the duties and responsibilities attached to job positions, and some variations may be necessary from time to time.

REQUIREMENTS

Qualifications & Experience

- Diploma or degree in Administration, Security Management, Operations Management, Business Administration, or related field.
- Experience in administration, operations coordination, event management, security coordination, or related roles.
- Experience working in an international or educational environment is an advantage.

Skills & Competencies

- Strong organizational and coordination skills.
- Ability to manage multiple workflows and stakeholders simultaneously.
- Strong communication and interpersonal skills.
- High level of discretion and confidentiality.
- Problem-solving and proactive approach to operational challenges.
- Ability to work independently and collaboratively.
- Strong administrative and documentation skills.
- Good understanding of operational security and emergency preparedness principles.

General

The above responsibilities are not exhaustive and may evolve in line with operational requirements. The role holder may be required to undertake other duties reasonably assigned by the Head of Administration.

Send Applications to - applications@germanschool.co.ke by 26th May