

# Kabete Junior Academy

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## **Assistant Teaching Job Advertisement**

- Job Title: Kindergarten Assistant Teacher
- Full-time

Thank you for your interest in working at Kabete Junior Academy.

### **About Us:**

Established in 1986, Kabete Junior Academy is a leading British Curriculum Kindergarten located in Lower Kabete. Our school blends nature, creativity, and global best practices to create a nurturing environment for learners aged 16 months to 6 years.

We are seeking a dedicated and enthusiastic Assistant Teacher to support our lead teachers in providing high-quality care and early learning experiences.

### **Assistant Teacher Requirements:**

#### **Key Requirements and Skills:**

- A minimum of 2 years experience working with young children in a school or nursery setting.
- A valid Police Clearance Certificate.
- Good spoken and written English.
- Kind, patient, and nurturing personality with a genuine love for working with children.
- Ability to follow instructions, take initiative, and work well as part of a team.

#### **Job Description (Key Duties):**

- Support the lead teacher in preparing materials ahead of time and delivering age-appropriate, engaging learning activities.
- Assist with classroom organisation, ensuring that learning materials, resources, and play areas are well-maintained, and ready for use.
- Help maintain a tidy and hygienic learning environment by cleaning and supporting regular classroom sanitation routines.
- Assist in maintaining classroom inventories and helping manage learning resources such as books, toys, and educational tools.
- Ensure children's belongings are organised and report any maintenance issues or safety concerns promptly.
- Model positive behaviour and encourage social and emotional development in children.
- Monitor and care for children during meal times, playtime, rest, and toileting, ensuring their safety and well-being at all times.
- Communicate professionally with colleagues, contribute to a positive team culture, and provide cover or support when needed.

**Application Instructions:**

Interested applicants are invited to complete a duly filled Application Form and email it together with their CV and a one page Covering Letter to [info@kabetejunior.com](mailto:info@kabetejunior.com)

The closing deadline for applications is the 28th of July 2025. We would recommend that candidates apply at the earliest possible time.

The start date for this position is September 2025.

Only shortlisted candidates will be contacted. Applications will be reviewed as they are received and the school reserves the right to appoint before the closing date of the advert.

**What We Offer:**

- A collaborative, respectful school culture.
- Professional development opportunities.
- Safe and well-equipped learning environments.
- A supportive leadership team.
- Reasonable working hours.
- Lunch provided on working days.

**Safeguarding statement:**

Kabete Junior Academy is committed to safeguarding and promoting the welfare of children, and expects all staff, volunteers and other third parties to share this commitment. All employees will be subject to pre-employment background checks and reference checks.