

West Nairobi School



Our website: www.westnairobschool.org
Contact us at: info@westnairobschool.org

Title: Security Guard

- To assist the operations of the WNS security department.

Direct Supervisor: Transport Manager

Basic Qualifications:

- Have a consistent Christian lifestyle.
- Form four certificate
- Post secondary education is an asset.
- Experience working with a school is an asset.
- Fluent in English.
- Agreement to the West Nairobi School Statement of Faith.
- Appropriate interpersonal and social skills when relating to parents, students and other staff members.
- Effective communication skills with parents, students and staff.
- Between the ages of 25 and 35.

Duties / Responsibilities:

- Greet all parents, visitors, students, & staff in a professional, polite manner.
- Assist administration as needed.
- Maintain confidentiality of staff and school information.
- Demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain positive communication with parents, students and staff by treating others with friendliness, dignity, and consideration.
- Demonstrate loyalty to assigned authority.
- Maintain a personal appearance that models cleanliness, modesty, good taste, and is in agreement with school dress policy.

- Undertake any other reasonable duties assigned by the direct supervisor.

Contracted Hours

- From 6.00 AM to 6:00 PM

Staff Benefits Highlighted

West Nairobi School believes it is important to provide additional benefits above and beyond the monthly stipend staff receive while teaching with us.

We are pleased to be able to offer a generous package which includes:

1. **School Lunch**
 - Staff Members at WNS will receive free school lunch each day.

2. **Health Insurance**
 - Staff Members at WNS will be offered health insurance.

3. **Monthly Salary / Stipend**
 - An estimated amount can be provided during the interview process.

If you are interested, please send an email to careers@westnairobschool.org (please attach your CV to the email). Sincerely, WNS Admin