Job Advertisement

Job Title	Intern-Primary School
No. of Vacancies	1
Department	Junior School
Engagement	Internship
Duration	6 months to One Year
Reporting to	Principal-Junior School
Start date	1st November 2026

About the role

Crawford International School is seeking for **a motivated, enthusiastic and caring Primary School Intern** to support our teaching team and gain practical experience in an international primary school setting.

Key Duties and Responsibilities

The successful Intern will:

- Support the class teacher in planning and delivering engaging, age-appropriate learning activities.
- Assist pupils during classroom activities, group work and individual learning.
- Provide appropriate support to pupils with different learning needs and abilities.
- Help prepare teaching and learning resources, displays and classroom materials.
- Support classroom routines and contribute to a positive and well-organised learning environment.
- Assist with supervision of pupils during breaks, activities, trips and other school events.
- Encourage positive behaviour, cooperation, respect and independence among pupils.
- Observe and support assessment and monitoring of pupil progress under the guidance of the class teacher.
- Participate in school activities, clubs and enrichment programmes where required.
- Maintain professional confidentiality concerning pupils, families and school matters.

- Follow all school policies relating to child safeguarding, health and safety, confidentiality and professional conduct.
- Work collaboratively with teachers, teaching assistants and other members of the school community.
- Undertake other reasonable duties appropriate to the internship.

Education Qualifications

Applicants should have:

- Degree in **Bachelor of Education.**
- Good understanding of Child Development and Learning.
- Understanding of child safeguarding and protection.
- Basic computer literacy and the ability to use email and standard office applications.
- Reliability, punctuality, responsibility and a willingness to learn.
- A strong commitment to student welfare, safeguarding and professional conduct.
- Strong interpersonal and classroom management skills.

Mandatory requirements

1. TSC Certificate of Registration
2. Valid Police Clearance Certificate
3. Valid Academic and transcripts documents
4. Safeguarding, Child Protection and Child Safety Certificate
5. First Aid/CPR Certificates
6. Kenya Revenue Authority PIN Certificate
7. National Identity Card (ID)
8. NSSF card
9. SHA registration Number
10. Passport size photo

Note: Successful candidates will be expected to satisfy the school's safeguarding and recruitment requirements, which may include appropriate background or suitability checks.

Key Competencies

The ideal candidates will demonstrate:

- **Initiative** – willingness to take responsibility and support activities proactively.
- **Communication** – ability to communicate clearly and respectfully with students and colleagues.
- **Teamwork** – ability to work cooperatively within a professional school environment.
- **Adaptability** – ability to work with students of different ages, abilities and cultural backgrounds.
- **Professionalism** – commitment to punctuality, confidentiality, appropriate conduct and school policies.
- **Student-centred approach** – genuine interest in supporting students' physical, social and personal development.

Application Procedure

Interested candidates should submit:

1. A **current CV**, including relevant sporting, coaching, academic and volunteer experience.
2. A duly signed **cover letter** explaining their interest in the Sports Internship and the skills they would bring to the role.
3. Copies of relevant **academic documents and transcripts, professional and coaching certificates**.
4. Contact details for **three referees**, preferably including an academic, professional or coaching referee.

Applications should be submitted by email to:

Email: Careers@crawfordinternationalschool.com
Subject: Application – Intern-Primary School

Closing Date

Applications must be received on or before 19th October 2026 by 4.00 pm.

Only shortlisted candidates will be contacted.

Crawford International School is committed to providing a professional, inclusive and safe learning environment for all students. Recruitment decisions will be based on relevant qualifications, competencies, experience and suitability for the role.