



PEMBROKE HOUSE



KENYANISATION POLICY



1. History and Customs

Pembroke House (Founded in 1927).

Pembroke House, Gilgil, is a co-educational preparatory school for children aged 5 - 13, predominantly made up of full boarders. The school also has a kindergarten/pre-prep unit. Children range from 1 year to 5 years old.

Academically, the school follows the British National Curriculum and prepares children for entry into British Public (Secondary) boarding schools. While the majority of children do indeed proceed by the British Common Entrance to schools in the UK and Ireland, other children continue their education in Nairobi, South Africa or Africa. Very occasionally, children go to other countries such as Australia, Austria or Canada.

Pembroke House admits children regardless of race, religion or ethnic origin, provided their standard of English and social skills will enable them to make progress in our total educational environment.

Similarly, Pembroke House is an equal opportunity employer. We search for the best teachers and administrators who possess the necessary qualifications and experiences to further the academic interest of the children within the British system, which we offer.

2. Employment Policy - Teachers and Administrators

1. All posts will be advertised in the national press of Kenya (either The Star, The Nation, The Standard or The East African).
2. Pembroke House School will be guided by the M.O.E Policy on 70/30 ratio on its recruitment of teachers. Pembroke will work towards compliance of this requirement.
3. Terms and conditions of employment will be explained fully and job descriptions will be available to all shortlisted candidates.
4. Short listed candidates will be invited to interview at the school with reasonable travel expenses paid.
5. The sole condition of employment will be the suitability of the candidate to fulfil the job requirements for the benefit of all.
6. All teachers will be placed on the same Pembroke salary scale.
7. If the strongest candidate lacks comparative experience of the British system, that need not be a bar to employment. Pembroke will assist him/her to understand the requirements of the system and will make every effort to help the teacher to learn about British standards and expectations while 'on the job'. This will be achieved through an understudy programme.
8. We acknowledge that Kenya is a multi-cultural and diverse society, and our appropriate staffing policy will reflect that fact. While holding to its British-style academic tradition, Pembroke House is proud to be a Kenyan school.