



Headmaster's PA and Office Manager

Appointment from 01 February 2021

The Headmaster of Rondebosch Boys' High School is seeking to appoint a highly-skilled and motivated individual to become Headmaster's PA and Office Manager of this leading public boys' school.

Essentially the candidate will be expected to provide a comprehensive and fully confidential secretarial and personal assistance service to the Headmaster. This is a crucial post in the front-line of internal and external administration, communications and relations, and comes with significant administrative and line-management responsibilities.

The successful candidate is likely to be hard-working, highly organized and dependable, appropriately skilled and good-humored.

Experience of working in a fast-paced educational or corporate setting is desirable (but not essential); trustworthiness and reliability are essential. Rondebosch Boys' High School is an exceptionally friendly and welcoming place, and a willingness and ability to work collaboratively with others is a must.

This is a full-time post with the expectation to work out of hours at times when called upon to do so. Occasional evening work will be required (to assist with Headmaster's functions and events, and to take minutes at meetings, for example).

The salary for this post is dependent upon skills, qualifications and experience.

APPLICATIONS CLOSE: 31 OCTOBER 2020

Rondebosch Boys' High School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The successful applicant will be required to undergo child protection screening appropriate to the post, including checks with past employers.

Rondebosch Boys' High School promotes and applies the principles of employment equity. In line with our employment equity and diversity strategy, equity policy, plan and targets, preference will be given to suitably qualified candidates from the designated groups.

