



RONDEBOSCH

BOYS' PREPARATORY SCHOOL

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RONDEBOSCH BOYS' PREPARATORY SCHOOL

Invites suitably qualified and experienced applicants to apply for the following position starting January 2024

GRADE R AFTERCARE CO-ORDINATOR

Interested applicants should have the following requirements:

- Empathy for young children and be responsible for the well-being of each child
- Be able to administer daily schedules and manage attendance at extra-mural activities
- Record incidents and liaise with parents
- Liaise closely with Grade R Staff and Manager of Little Bosch Aftercare
- An excellent command of the English language
- Willingness to be a team player
- Ability to set firm boundaries yet remain fair
- Management and problem solving skills
- Computer literacy skills – Excel knowledge a recommendation
- Child Protection Clearance Certificate
- First Aid Certificate (Current)
- PDP licence

Preference will be given to candidates who advance our Employment Equity Plan

Should you be interested in applying for the above, please send a detailed covering letter, CV and 2 contactable references to:
position@rondebosch.com

Applications close: Friday, 22 September 2023

If you have not heard from the school by Thursday, 12 October 2023 please regard your application as unsuccessful.

The school, in line with the Protection of Personal Information (POPIA) will take all reasonable measures to ensure that your personal information is protected. By submitting your application, you agree and give consent that your information may be used in the recruitment, selection and reporting process of this position.

www.rondebosch.com

VACANCY

