



St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

GIRLS' PREPARATORY

Our primary intention is to educate and empower girls, raising them in ways that are responsive to the challenges unique to women. We aim to be the leaders in girls' education, with the focus on nurturing individual skills and dispositions, equipping girls to engage confidently and with a sense of purpose. Our girls work within a values-based framework in order to make decisions with good intent. The South African context is diverse and dynamic. We raise girls to embrace their heritage and collaborate locally to make a significant contribution nationally and internationally.



RECEPTIONIST

The Girls' Preparatory invites suitably qualified and experienced candidates to apply for the above-mentioned position. The Receptionist is required to work from 1 April 2019 (*negotiable*). The Girls' Preparatory is an environment where we prioritise growth and development both professionally and personally.

Key Competencies

- Experience in reception, switchboard and organising functions
- Good administrator with the ability to prioritise, multi-task and work under pressure
- Excellent computer literacy Skills
- First Aid knowledge is advantageous to assist and attend to children
- Must be a pro-active team player with strong communication and inter-personal skills and be customer service orientated
- Available to assist with adhoc requests which impact on the effective functioning of the school
- Proof of sexual offender's clearance certificate. Any staff member working within a school is required to have a sexual offender's clearance certificate
- A willingness to work within the values, Christian ethos and mission of the College as well as participation in the broader life of the school

Should you be interested in the above-mentioned position, Please click on the following link to apply before the closing date of 22 March 2019: <https://stithian.job.skillsmapafrica.com/>

St Stithians College is an Equal Opportunity Employer

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa www.stithian.com

The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration.
Only short listed candidates will be contacted