



**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.**

## BOYS' COLLEGE

St Stithians Boys' College is a leading South African boys' school, which constantly strives for excellence in providing a relevant and rigorous education, and for best practice in the education of boys. As a Methodist school, we have a conscious focus on the "Saints Honour", namely to 'Honour God, Honour others and Honour self'.

Our "seven pillars" support the life of every boy at the Boys' College: academics, sport, culture, community service, leadership, outdoor education and spirituality. Through these pillars, we encourage each boy to realise his maximum potential as a citizen of significance of this school and in our country, in a stimulating and safe environment.

Our mission, purpose and passion is to walk the path towards manhood with our boys, and support them as they emerge as "great young men", ready to serve, lead, contribute and make a difference in our world and in the lives of others.



## EXECUTIVE ASSISTANT TO THE HEAD OF THE BOYS' COLLEGE

**The Head of the Boys' College invites applications from suitably qualified and experienced individuals who have the required skills and competencies to take on this position which is available from 1 January 2021.**

### The requirements for this position are:

- A Bachelor's degree or equivalent tertiary qualification coupled with at least 5 years' experience in a similar position working with an executive leader
- Experience in working in an educational institution would be a distinct advantage
- Advanced computer literacy, especially using Microsoft Office and Google
- Excellent command of English (verbal and written)
- Exceptional planning and organisational skills, with attention to detail
- Good interpersonal skills and the ability to interact at an executive level, together with the ability to deal with conflict
- Excellent one-on-one problem solving and collaborating skills
- A confident individual who is responsible and able to work under pressure and handle high work volumes
- Demonstrated ability to prioritise, take initiative and work independently
- High levels of integrity and confidentiality together with emotional maturity and a professional work ethic
- Experience in writing minutes at executive and governance levels
- Ability to multi-task and provide full administrative support to the Head
- Flexibility to work outside of normal office hours when required
- Promoting the values, Christian ethos and mission of the College, as well as participating in the broader life of St Stithians College

### Responsibilities include but are not limited to:

- The administration and daily functioning of the office of the Head, and responding to correspondence on behalf of the Head
- Diary management and co-ordination including meetings and appointments
- Handling of telephone calls, emails and face-to-face queries from parents, staff and the general public
- Handling a wide range of confidential information requiring a dedicated level of confidentiality at all times
- Assisting with the drafting of reports, communiques, and correspondence
- Interacting with parents, staff and the broader Saints community intelligently and respectfully, ensuring high levels of diplomacy and tact
- Promoting synergy between the Boys' College, campus departments, and the other schools on campus

To apply please click on the following link before the closing date of 21 October 2020 <https://stithian.jobskillsmapafrica.com/>.

Applications received via email will not be considered. Applications must be done via the link above only.

Please note that due to technical issues applicants should use a PC and not a phone, notepad, etc. to create an account.

**St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives**

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa [www.stithian.com](http://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**