



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.

JUNIOR PREPARATORY

The Junior Preparatory is known as the Gateway to St Stithians College as it marks both the start of the exciting thirteen year journey through Saints, and the beginning of formal education. Our school offers a nurturing, co-ed environment for Grades R, 1 and 2, after which our boys and girls move onto the Boys' Preparatory and Girls' Preparatory respectively.

We are a proudly Methodist Christian School and our aim is to be a place of welcome and wonder for all who inhabit our space. We trust our families will experience being a part of our Community of Belonging. Values are important to us and these are based on the nine Fruit of the Spirit as found in Galatians 5:22-23. We also cherish our Honour Code and Saints Character and nurture self-esteem in our little ones.



EXECUTIVE ASSISTANT TO THE HEAD OF JUNIOR PREPARATORY

The Head of the Junior Preparatory 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 February 2024 negotiable.

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 Suite and exposure to a wide range of systems
- Excellent command of English (verbal and written)
- Financial proficiency in assisting with budgets and monthly accounts
- Experience in assisting with HR administration matters such as contracts and onboarding of staff
- Exceptional planning and organisational skills, with attention to detail
- Good interpersonal skills and the ability to interact at an executive level
- 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 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
- Involvement in PTA Fundraising and Events
- Promoting synergy between the Junior Preparatory, schools on campus and campus departments

Please submit your application no later than **6 December 2023** to: frances@pharosrecruitment.co.za

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

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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

St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer