



*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.*

## Executive Assistant to the Head Thandulwazi Maths & Science Academy

We are excited to welcome applications for the above mentioned role within Thandulwazi Maths & Science Academy, which requires passion, commitment, innovative thinking and leading-edge ability. This role is available from September 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 or an NPO would be a distinct advantage
- Experience in writing minutes at executive and governance levels
- 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
- 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
- Process all payments and monthly payroll submissions.
- 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 Thandulwazi, campus departments, and the other schools on campus

To apply please click on the following link before the closing date of **11 August 2024** <https://stithianjobs.mcidirecthire.com/>  
Applications received via email will not be considered. Applications must be done via the above link only.

**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.**

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