



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' PREPARATORY

At the Boys' Preparatory, we strive to develop the character and potential of every young man entrusted into our care, through our academic, sport, cultural, leadership and outreach offerings. We believe that a boy-friendly education creates a cornerstone for developing young men of character.

Receptionist & Administrative Assistant

We invite applications for the above position which will be available from **1 January 2026**, due to the retirement of the current incumbent.

We seek individuals with energy, strong work ethic, and integrity who will complement our current Boys' Preparatory team. Applications are invited from suitably qualified individuals who believe they have the required skills and competencies to take on this role. The role will require a dynamic, innovative and people-friendly individual who is motivated and highly organised, able to work proactively, take initiative and work under pressure.

The requirements and responsibilities for this position are:

- A relevant qualification or experience in a receptionist role would be an advantage, as well as experience in office admin.
- Experience working within the education sector is preferable.
- Good computer literacy skills especially MS Office.
- First Aid knowledge with certification is advantageous to assist and attend to sick or injured children.
- Good command of English (verbal and written) in terms of relationship building and written correspondence.
- Good interpersonal skills and the ability to work well within a team as well as independently; the ability to work with a variety of people and school stakeholders.
- Ability and willingness to work flexible hours; which may, on occasion, include weekends, holidays and evenings.
- Excellent communication skills.
- Provide administrative support to the Executive Assistant, the Deputy Heads and Directors.
- Processing of quotes, purchase orders, and invoices on Fraxion System.
- A willingness to work within the Church-based/Christian ethos of the College as well as to participate in the broader life of the school.
- Any staff member working within a school is required to have a sexual offender's clearance certificate.



Please apply via the following link before the closing date of **09 July 2025**: <https://stithianjobs.mcidirecthire.com/>

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

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 is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices.

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.