



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.

Communications, Events & Marketing Coordinator

We invite applications for the above position which will be available from **1 November 2025**.

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



The requirements and responsibilities for this position are:

- A relevant tertiary qualification coupled with experience in communications / PR / Events Logistics; experience in an educational environment would be a distinct advantage.
- Experience in public relations and media liaison coupled with experience in the use of the full range of social media (Facebook, LinkedIn, Twitter and Instagram etc).
- Significant experience in drafting press releases, news articles and other forms of internal or external communication with the ability to write in a variety of styles to appeal to different audiences.
- Excellent command of English (verbal and written); and meticulous attention to editing and formatting detail.
- Good interpersonal skills and the ability to work well within a team as well as independently; the ability to work under pressure with a variety of people and school stakeholders.
- Experience in and demonstrated ability to project manage event timelines, plan, prioritise, and work to tight deadlines.
- Ability and willingness to work flexible hours (including weekends, holidays and evenings).
- Excellent communication skills, with a specific focus on written communication.
- Provide administrative support to the Executive Assistant and School Administration Office.
- High level computer skills, knowledge of desktop publishing, and website function and design would be a distinct advantage in this role.
- Preparation of written materials including marketing material, school communications, reports, an understanding of videography, photography and presentation scripts using the school's contact management system and other social media platforms to create and send emails, newsletters, etc.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities, marketing of the school and fundraising opportunities.
- Budgeting and finance management for events.
- Manage and plan the termly school calendars, coordinate the compiling of the annual school magazine, attend campus calendar & communications meetings and all related admin.
- 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 **12 September 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 shortlisted 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.