



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.

GIRLS' COLLEGE

Within the Girls' College we strive to produce confident young women who are able to lead a life of conviction and purpose.

The College's Methodist focus offers our young women important guiding principles enabling of this life of purpose which is central to the Saints Honour Code, namely "Honour God, Honour others and Honour self". The Girls' College provides a safe, nurturing and inclusive community where young women are encouraged to explore, experiment and investigate.

Deputy Head: School Administration and Operations



St Stithians Girls' College invites applications for the abovementioned position which will be available from September 2026 (negotiable). The position reports directly to the Head of School, Girls' College.

The position requires a candidate who is highly organised, a creative solution-seeker and deeply passionate about the education of girls. The candidate needs to have the ability to develop and maintain excellent relationships with staff, students and parents. The successful candidate will be interested and pro-active about their own professional growth as well as that of students and staff. The position requires a person who will work effectively with the school's management and Directors in various pillars to improve the delivery, measurable outcomes and smooth functioning of the Girls' College.

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this position as set out below:

- A suitable professional qualification and appropriate educational experience particularly in girls' education
- The ability to develop, foster and sustain appropriate partnerships and positive relationships with a variety of stakeholders and promote collaboration in the educational experiences of the schools of St Stithians College and in the broader schooling environment
- A visionary, with the ability to influence those in your care as well as being diplomatic, decisive, inclusive and a source of energy and inspiration
- A high level of organisational, managerial and administrative skills as well as the ability to role model the attributes of a servant leader
- Demonstrates strong emotional intelligence in communication and excels in fast-paced, constantly shifting environments
- Solid knowledge and experience of corporate governance principles and performance management strategies
- A comprehensive and progressive understanding of, and experience in, the opportunities and challenges of leading and managing a South African school in the 21st century in the context of national transformation
- A sound and progressive understanding of the South African curriculum and international trends in education and be willing to teach
- An understanding of budget management and financial planning
- Previous experience in a senior leadership position within an IEB school would be a distinct advantage
- A commitment to on-going personal and professional development
- An awareness of the nature of the school and willingness to commit to its all-round ethos, co-curricular activities and pastoral approach
- Proof of registration with SACE supported by a sexual offender's clearance certificate.

To apply please click on the following link before the closing date of **20 February 2026** <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

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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