

INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

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, the Thandulwazi Maths & Science Academy on our Campus, as well as an online school. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

Receptionist / Office Administrator Henning Block

We are excited to welcome applications for a role within the Finance Department, available immediately.

Your abilities and positive outlook ensure you can thrive in fulfilling the responsibilities below:

- Ensure efficient operation of the Henning Block frontline reception, delivering professional, prompt, courteous, and knowledgeable service
- Handle messages and respond to general queries from staff, parents, students, and service providers
- Perform administrative duties including filing (paper-based and electronic), email correspondence, sorting and distributing internal mail, accepting deliveries, organising meetings, taking minutes, and other ad hoc requests supporting the effective functioning of the Finance department
- Manage the credit enquiry process for prospective families, ensuring the correct application of College policies and procedures regarding credit enquiry outcomes
- Assist with parent portal queries
- Complete debtor-related administrative duties, including overflow debt collection as directed by the Debtor's Manager
- Capture purchase orders and invoices on the eProcurement system, including onboarding of vendors
- Provide secretarial support to the Deputy Head and Finance Management team, including diary management, scheduling meetings, and booking rooms/venues
- Supervise support staff



The requirements of the position:

- National Certificate in a related field, or equivalent
- 3-5 years' experience in reception and office administration, preferably in a customer service environment, including data capturing and document management systems
- Proficient computer skills with strong working knowledge of Outlook, MS Word, and MS Excel
- Excellent communication and people skills, with a professional telephone manner
- Ability to interact professionally and respectfully with parents, staff, and the wider Saints community, always demonstrating diplomacy and tact
- Strong organisational skills with the ability to prioritise multiple tasks and work effectively under pressure
- Self-motivated and confident, with the initiative to work independently and manage challenging situations appropriately
- Customer-focused approach with strong problem-solving abilities
- Demonstrated punctuality, integrity, and dependability
- Capacity to work autonomously with minimal supervision
- Clear credit record
- Any staff member working within a school is required to have a sexual offender and criminal clearance certificate
- A willingness to work within the values, Christian ethos and mission of the College as well as participation in the broader life of the school

To apply please click on the following link before the closing date of **01 March 2026** <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.