

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.

Deputy Head Operations Department

We are excited to welcome applications for a role within the Operations Department, available from 1 January 2026.

Your talent and positive mental attitude mean you are able to deliver on the following responsibilities:

- Provide professional leadership in support of the Head of Operations
- Support the Head of Operations in managing departmental duties on a day to day basis
- Actively address requirements and challenges, monitor progress and provide feedback on Operational interventions
- Develop project implementation plans and allocate project resources in line with project objectives, deliverables and milestones
- Oversee, direct and lead the daily operations of the campus with regards to Repairs and Maintenance, Grounds and Gardens Maintenance, Furniture and Events, AV & Sound, Operations Administration, Off Campus Facilities Management (Roodeplaat, Welgevonden and Kamoka)
- Serve on College committee structures as required by the department
- Drive strategic partnerships and operational excellence through proactive stakeholder engagement



The requirements of the position:

- A Diploma in the Built Environment, Operations Management or Property Development or equivalent,
- At least 5 years' experience in a similar position,
- Project management experience, especially in the built environment,
- Excellent organisational, administration, and communication skills,
- Sound knowledge of the OHS Act, Building Regulations and ability to implement Risk Mitigation Controls,
- Good computer skills (Excel, Word, E-Mail, MS Project),
- Customer service with proven assertiveness and problem-solving skills,
- Highly self-motivated, uses initiative, ability to make decisions and has excellent people skills,
- An active understanding and interest in the educational environment will be an advantage,
- Able to work flexible hours, sometimes after hours, on weekends or public holidays,
- Proof of sexual offenders and criminal clearance certificate,
- An ability to work within the values, Christian ethos and mission of the College and a willingness to participate in the broader life of the College

To apply please click on the following link before the closing date of **3 October 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

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa 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 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.