

# 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/Front Office 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:**

- Efficient operation of the frontline reception for the Semono Building and provide professional, prompt, courteous and knowledgeable service
- Taking of messages and dealing with general queries from parents, students, staff and service providers
- Administrative duties including, receiving/sending of emails; sorting and distribution of internal mail, accepting deliveries, organising meetings, and any other ad hoc requests which impact on the effective functioning of the Operations Department
- Maintain and Administer the Electronic Facilities Booking System
- Coordinate bus bookings for staff/students
- Maintain and Administer the access control database with Security
- Capturing of purchase orders and invoices on the procurement system
- On boarding of Operations Department vendors



**The requirements of the position:**

- National Certificate in basic Office Management and Administration or equivalent,
- 3-5 years' experience in reception and office administration, preferably within a customer service environment,
- Solid computer literacy with a sound knowledge of Outlook, MS Word and MS Excel specifically,
- Strong communication and inter-personal skills along with excellent telephone etiquette,
- Interacting with parents, staff and the broader Saints community intelligently and respectfully, ensuring high levels of diplomacy and tact,
- Customer service orientation with the ability to prioritise, multitask and work under pressure,
- Initiative and problem-solving abilities, and must be able to work without supervision,
- Punctuality, honesty and reliability are essential,
- Any staff member working within a school is required to have a sexual offender's 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 **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](http://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.