



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.

Receptionist & Administrative Assistant

We invite applications for the above position which will be available from 1 January 2027, due to the retirement of the current incumbent.

Boys' Prep is seeking a warm, professional, and highly organised Receptionist to be the welcoming face of our school. This is a busy and dynamic frontline role that requires exceptional interpersonal skills, efficiency, and the ability to engage positively with boys, parents, staff, and visitors.

The successful candidate will play a vital role in creating a friendly, safe, and professional environment, while ensuring smooth day-to-day operations at reception.

The requirements and responsibilities for this position are:

- A relevant qualification or experience in a receptionist role would be an advantage, as well as experience in office admin.
- Experience working within the education sector is preferable.
- Good computer literacy skills especially MS Office.
- First Aid knowledge with certification is advantageous to assist and attend to sick or injured children.
- Good command of English (verbal and written) in terms of relationship building and written correspondence.
- Good interpersonal skills and the ability to work well within a team as well as independently; the ability to work with a variety of people and school stakeholders.
- Ability and willingness to work flexible hours (which may, on occasion, include weekends, holidays and evenings).
- Excellent communication skills.
- Provide administrative support to the Executive Assistant, the Deputy Heads and Directors.
- Processing of quotes, purchase orders, and invoices on Fraxion System (can be taught).
- 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.

To apply please click on the following link before the closing date of **17 July 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

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 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

