



Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes. The Governing Body invites applications from suitably qualified and experienced persons for the following post: -

Sanatorium Admin Assistant (Part Time)

We require the services of a reliable, meticulous team-player who will enjoy working with the existing Sanatorium staff in a busy environment, as part of the school's 490-strong Boarding Establishment.

The successful candidate must be a people-person who is keen to work with others and is compassionate, must be able to work flexible hours, and must be able to cope under pressure.

Other requirements / key responsibilities / details include the following:

- Accurate record keeping and administration;
- Good communication skills;
- A working knowledge of the nursing care required for sick boys and the ability to administer medication;
- Assessment of illnesses and injuries for referral to doctors;
- Co-ordination of transport to and from hospitals/doctors' rooms;
- Three years' appropriate experience or commensurate training; and
- It is expected that the successful candidate will be required to work Monday to Friday from 06h30 to 12h00 and in the evenings from 17h00 to 18h30 (as required)

Suitably qualified applicants are invited to submit their C.V., together with proof of qualifications and details of references, to –

If you are suitably qualified, please send a concise CV, proof of qualifications and the names of two references to: -

The HR Manager, Maritzburg College

PO Box 398, Pietermaritzburg, 3200

Email: hr@mcollege.co.za

Closing date for all applications: 09 November 2018

Should you not have heard from us by **16 November 2018**, please assume that your application has been unsuccessful and no further correspondence will be entered into.

Prospective employees are obliged to confirm (on an affidavit) that they have never been convicted of a sexual offence as well as provide a police clearance certificate.

Maritzburg College reserves the right not to make an appointment.
An application in itself does not entitle the applicant to an interview.