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MARITZBURG
COLLEGE

WE ARE HIRING!

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:

FRONT OFFICE RECEPTION: ASSUMPTION OF DUTY JANUARY 2025
(Depending on applications this may be an SGB post or a DoE transfer)

Duties will include, but are not limited to:-

- Manage the front office, greeting visitors and answering phone calls with a friendly and professional demeanour.
- Maintain scholar records and handle confidential information with integrity and discretion.
- Assist with scheduling appointments, meetings and school events.
- Coordinate communication between parents, scholars and staff.
- Provide administrative support
- Receives deliveries

Education and/or Experience:

- Matric or equivalent; additional qualifications in office administration are a plus.
- Proven experience as a school secretary or administrative assistant.

Skills, Competencies and Attributes:

- Proficiency in Microsoft Office and familiarity with office equipment.
- Proficiency in the use of EDAdmin will be an advantage.
- Excellent time management skills and ability to multitask and prioritise work.
- Excellent organisational and planning skills.
- Strong written and verbal communication skills.
- A positive attitude and a commitment to fostering a welcoming school environment.
- Has a strong moral purpose with an uncompromising approach to school improvement.

If you are suitably qualified, please click on the following link to apply: <https://www.surveymonkey.com/r/GPRJSTB>

Closing date for all applications: 08 August 2024

Should you not have heard from us by 16 August 2024, please assume that your application has been unsuccessful, and no further correspondence will be entered into.

Maritzburg College in line with POPIA 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.

Maritzburg College reserves the right not to make an appointment.

An application in itself does not entitle the applicant to an interview.

