



The following vacancy exists:

Secretary (School Governing Body, full-time permanent position with effect from 1 January 2023)

Minimum Qualifications and Experience:

- Matric
- Secretarial/ Administrative Qualification would be advantageous
- At least 3 years relevant experience
- Previous working experience in a school environment would be advantageous
- Good administration and people skills essential
- Excellent typing skills essential

Main Responsibilities:

- The preferred candidate will answer directly to the Deputy Headmaster situated at Pollock Campus.
- All administrative duties, including typing, scheduling and co-ordination for Pollock Campus
- Doing all typing, appointments, e-mails, arrange meetings for the Deputy Headmaster.
- Typing for all members of staff e.g. exams, minutes, subject notes, class work, assignments and typing of annual school magazine and testimonials.
- Control of cleaning staff in accordance with housekeeping.
- Ensure that there are sufficient refreshments e.g. tea, coffee, milk etc. on a daily basis for staff.
- Ordering of all requirements including stationery, furniture and equipment.
- Assist with mark entry and data capturing on computer system, filing and photocopying for staff when and where required.
- Assist at main campus when requested to do so (e.g. if someone is absent or overloaded with work).
- Assist at annual new intake registration in early January when needed.
- Control of substitution at Pollock Campus in liaison with Deputy in Charge of substitution.
- Control of key cupboard at Pollock Campus.
- Responsible for opening and locking of Pollock offices on a daily basis.

Applications close on: 16 September 2022 at 14:00

Applications in the form of a short CV (4 page) and a list of at least 2 current referees must be sent to the HR Administrator, Mrs. C van der Walt. Email: hr@boyshigh.com .

Please note that only short-listed candidates will be contacted. If you have not received any feedback during the two weeks after application closure, you can consider your application unsuccessful.

Please also note that the School reserves the right not to make an appointment if there are no suitable candidates or if the School's needs change.

Please indicate clearly for which position you are applying.