



Kenridge Primary School Trust

After School Centre

Administrative Officer (Operations)

Kenridge After School Centre is part of the Kenridge Primary School campus. It has been in operation since 1992 and is known for great customer service, excellent homework support and dependable and progressive all-round support.

Requirements:

- Appropriate administrative skills.
- Strong attention to detail.
- Strong communication skills with excellent command of both spoken and written English and / or Afrikaans.
- Knowledge of After School Centre operations, would be an advantage.
- Strong interpersonal skills.
- Highly computer literate, including experience on a financial package.
- Commitment to and embodiment of the core values as well as Growth Mindset.

Curriculum Vitae, including TWO contactable referees and recent testimonials (at least one within the last six months), may be electronically submitted to the HR Manager at soria.human@kenridge.org.za by 1 November 2019 at 12:00.

An application does not guarantee an interview and the school reserves the right not to make an appointment. Kenridge After School Centre is an equal opportunities employer.