



## **Kenridge Pre-primary School**

### **Governing Body Vacancy**

#### **Pre-primary Secretary / Administrative Officer**

Vacancy to be filled as soon as possible

#### **Requirements:**

- An Administrative qualification an advantage
- Experience in good practice administrative policies and procedures
- Knowledge of South African Schools Act and / or experience within an educational environment would be an advantage
- Understanding and knowledge of the CEMIS administrative system
- Strong attention to detail and meticulous administrative skills
- Excellent interpersonal skills, including conflict handling
- Excellent command of spoken and written English and Afrikaans with strong communication skills
- Commitment to and embodiment of the school's core values
- Highly proficient in the use of computer technology, i.e. Microsoft Office, CEMIS

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](mailto:soria.human@kenridge.org.za) by 29 October 2019 at 12:00.

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