



JOB ADVERT ORANJEKLOOF PRIMARY

The **School Governing Body** seeks an Administrator to render an efficient and effective administrative support service to the school and the principal's office.

Job Description: Administrator

Start date: January 1, 2018

Type of Post: School Governing Body (SGB)

Posts Offered: Permanent

Note: The successful candidates must be prepared to go through the selection process and will have to sign a contract with the SGB.

Key Responsibilities:

- Effective administration of the principal's office and the reception area
- Provision of support
- Administration of personnel related matters
- Provide support during examinations
- Administration of Feeding Scheme
- Administration of transport matters
- Provision of First Aid

Qualification Criteria

- Financial Administration
- MS office Suite
- Computer literacy
- Strong administrative skills
- CEMIS

To apply, candidates must submit:

1. Cover Letter of application
2. Detailed Curriculum Vitae (CV)
3. Certified copies of all documents reflecting qualifications
4. Certified copy of ID
5. Provide at least two references of employment not older than 6 months

To apply for this position please submit a motivational letter and your C.V. to SGB Secretary at oranjekloofsgb@gmail.com by **17 November 2017**. Please indicate your earliest available starting date. Should you have any additional queries, please email the SGB Secretary.