

## Office Administrator

**iThemba School is looking to recruit a Christian in good standing with their church, to administer the school office.** iThemba is a donor-based school opened in 2012 by St Peter's Church. Our vision is for children from under-resourced communities in the Southern Peninsula of Cape Town to be provided with the best possible intellectual, physical, emotional and spiritual foundation. Our language of learning and teaching is English.

We would love to work with a conscientious team player, who has good communication, organisational and computer skills. Normal hours of work would be five full days a week, based on site in Fish Hoek. Grade 12 and work experience are a must. Having an administration qualification and experience in a school environment would be an advantage.

The salary will be market related. All staff are members of a provident fund and are on leave for most of the Education Department school holidays. We work together with all our staff on skills development within their positions. We are seeking to build a diverse team.

## Job Description

Roles and responsibilities will include but not be limited to:

### Front of house

- Greet and assist parents, visitors and volunteers
- Respond to school emails and answer telephone calls
- Communicate with parents about health concerns, attendance, parent meetings etc.
- Maintain filing cabinet, office forms, school registers, photocopier/printer
- Assist the Principal and support the staff as needed

### Admissions, children's reports, record-keeping, fee payments

- Prepare child admission documents, update admission records, meet with and correspond with potential parents
- Assist in the process of preparing and printing children's termly reports for parents
- Print fee statements and manage late fee payments according to procedure
- Submit information to child protection services

### Government registrations

- Prepare government department reports, schedules and surveys (in-house training provided)

### Logistics and maintenance

- Coordinate volunteers and contractors for building, playground and IT maintenance
- Manage weekly online food order
- Monitor kitchen supplies and recipes
- Order teaching program consumables and office supplies
- Keep first aid box and fire equipment up to date
- Oversee the petty cash and correspond with Finance Administrator about expenses
- Coordinate catering for parent meetings
- Attend and minute parent meetings
- Capture annual stock take done by staff

### General

- Attending staff and prayer meetings
- Have a willing attitude to help where and when the need arises
- Be available to assist with/attend additional school activities

**Our website:** [www.ithembaschool.org](http://www.ithembaschool.org)

**To apply:** please send your CV and cover letter to [shelagh@ithembaschool.org](mailto:shelagh@ithembaschool.org)

**Closing date:** 8<sup>th</sup> October, 2021