



ST BENEDICT'S



St Benedict's is an Independent Catholic School, which seeks to provide a holistic education for boys through full participation in spiritual, academic, sporting, creative and cultural activities. The Board of Governors invites applications for the following post in the College.

Position: Aftercare Programme Assistant

Requirements:

- Must have or be studying towards a qualification in Early Childhood Development (ECD)
- Have experience working in an environment with a structured aftercare programme
- Must be able to work between 12:30 – 17:30, Monday to Friday
- Be available to work on a flexible schedule during school holidays
- Responsible for the supervision of all activities and ensuring safety at all times
- Providing general admin support for classroom activities e.g. preparing materials for agreed activities and keeping resources organised
- Assist in ensuring the arrival and departure of children is properly recorded and monitored i.e. extra classes and co-curricular activities
- Ensure a professional, friendly and cordial relationship with both the learners and parents
- Ability to work other staff members to form a positive and supportive team atmosphere
- Be willing to participate in the Catholic Ethos of the School

Suitably qualified and experienced candidates are invited to submit a letter of motivation, with the names of three references and their abridged curriculum vitae to vacancies@stbenedicts.co.za by no later than **10 July 2024**

St Benedict's is an equal opportunity employer that recognizes the value of a diverse workforce. The Board reserves the right not to make an appointment. The submission of a C.V. will in itself not automatically qualify the applicant for an interview. Applicants who have not been contacted within two weeks from the closing date of this advert should assume their application was unsuccessful. Only interviewed candidates will be advised of the outcome of the interview.

Protection of Personal Information (POPI) Act Disclaimer: Your CV and personal information will be used solely for the purposes and processes associated with this application and this data could be used for statutory reporting. The submission of your CV confirms your consent to this. We hereby confirm that we will ensure that your data is protected.

