



ST BENEDICT'S



BEDFORDVIEW, GAUTENG

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: Admissions Officer

Requirements:

- Suitably qualified candidates with relevant experience in schools' Admissions departments
- Engaging with prospective parents and students in order to achieve enrolment objectives
- Responsible for the coordination of school tours, exhibitions, expos and other activities related to admissions
- Providing parents and guardians with information regarding admission requirements and enrolment procedure
- Following up on leads from Marketing initiatives
- Responsible for the administration of the entire enrolment process such as processing applications, conducting credit checks, scheduling student/parent interviews, placement assessments, contacting parents and sending out communication timeously
- Responsible for the coordination of the Scholarship Process
- Coordination of Open Day and Student Information evenings for newly enrolled students
- Maintaining the admissions register on the school's database
- Excellent administrative, organisational, interpersonal and communication skills (verbal & written)
- Have the ability to work independently and work well in a team
- Possess a calm, professional manner which is approachable and efficient
- Proven computer skills, experience on Google Suite and ADAM
- Be willing to participate in the Catholic Ethos of the School

Suitably qualified and experienced candidates are invited to submit the [Application Form](#) by no later than **2 April 2026**.

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.

