ST BENEDICT'S PREPARATORY

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 Preparatory School.

Position: PA to Preparatory Head of School

Job Purpose: To provide secretarial and administrative support to the Head of School and facilitate smooth and effective day-to-day operations of the school.

Requirements:

- Suitably qualified candidates with relevant tertiary education
- Must have a minimum of 5 years' secretarial or personal assistant experience
- Managing and monitoring the diary of the Head of School
- Screening calls, taking and directing messages in professional manner
- Scheduling and follow up on meetings, appointment with internal and external stakeholders
- Preparation of necessary documentation for schedule meetings
- Taking minutes at meetings and distributing them accordingly
- Coordinate travel arrangements for the Head i.e. flights, accommodation, car hire etc.
- Responsible for coordinating national and international conferences for the whole school
- Responsible for the administration of the entire enrolment process Grade 4 – Grade 7 according to the school's admission policy
- Handling the admission procedure i.e. registration, required documentation and assessments
- Helping during open days, scholarship days and arranging tours for prospective pupils
- Organising and coordinating catering for all Prep events/functions
- Managing articles and information to be included on the newsletter and school magazine
- Experience working in a school environment is an added advantage
- Be willing to participate in the Catholic Ethos of the School

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Skills and Competencies:

- Excellent verbal and written communication skills
- Proficiency in Google Suite and School Administrative platforms
- Strong organisational skills, attention to detail and patience
- Customer service orientation
- Maintain high level of confidentiality
- Possess a calm, professional manner with is approachable and efficient

Suitably qualified and experienced candidates are invited to complete and submit the Application Form by no later than **13 November 2026.**

Applicants must be able to commence duty on 1 January 2027.

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.