

Greyton House School Administrator

Post: Full time

Hours: 07h30 to 15h30

Salary bracket: R7000 to R10 000 per month

A School Administrator, wears many different hats; the planner, the problem-solver, the educator and marketer. They have the skills to communicate with various people, handle budgets and logistics, and keep all educational programs running.

Greyton House is looking for a dynamic, business-minded team player to provide administrative support to the Executive Head, Academic Head & teachers. As a growing school we are looking for someone that is willing to get their hands dirty, think strategically & value the importance of sound administration.

Typical Role and Responsibilities:

- Support Executive Head;
- Admin support to Academic Head;
- Limited admin support to intermediate and senior phase teachers;
- Front of house and first point of contact for all stakeholders in school;
- Answers phone calls and email queries;
- Communicate with parents, regulatory bodies and the public as required;
- Oversee day to day admin of the school;
- Co-ordinate all administrative processes;
- Co-ordinate events and assist with fundraising events administration;
- Set up agendas and take minutes at all academic and school meetings;
- Handle scheduling, record-keeping and reporting;
- Ensure the school complies with relevant laws, regulations and OHS;
- Keep abreast of ISASA and WCED policies and procedures
- Oversee CEMIS with the help of Accounts
- Procurement of School supplies - from staff room consumables, stationery, cleaning materials etc.
- Put together bimonthly newsletter and assist with social media;
- Maintain academic records;
- Developing sport, break, opening & closing and aftercare schedules;
- Developing and implementing school calendar;
- Management of building maintenance;

- Support staff management (groundsman, general assistant and sports coordinators);
- Co-create and implement educational programs in collaboration with teaching team;
- Implement actions that improve the school and the quality of education;
- Assist with smooth running of the Library and after hours clubs and societies (hiking, music, Rubik's etc)
- Help uphold the vision of the school

Requirements

- Proven experience as an administrator / office manager
- Experience as an educator is beneficial
- Knowledge of administrative processes of schools
- Ability to use computers (e.g. MS Office) and education management systems
- Excellent communication skills
- Outstanding organisational ability
- Attention to detail
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude

Greyton House in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Closing Date: 10 July 2022

Email CV to: applications@greytonhouse.co.za