

## **VACANCY**

### **RECEPTIONIST/ADMISSIONS & GENERAL OFFICE CLERK**

**Sir Edmund Hillary Primary School Requires a mature and presentable/professional person with the following credentials:**

**Duties and Responsibilities will include but not limited to:**

- Processing and maintaining learner applications, records and acceptances
- General office, secretarial and administrative duties as required
- Receptionist at reception
- Assist learners and educators as required

**Minimum requirements are as follows:**

- Minimum Matric / Grade 12
- SA I.D.
- Previous experience in a school environment
- Excellent communication skills both written and verbal
- Excellent interpersonal relationships
- Computer experience MS Office, Excel, Word, Internet
- School Administrative System experience will be an advantage
- Time management, planning and organising skills
- Attention to detail
- Highly efficient, dynamic and professional individual
- Team Player and people's person
- Sound telephone etiquette

Working hours: 06:30AM – 14:30PM

Starting date: 1<sup>st</sup> June 2022

Remuneration: R 8 000.00 per month

**Kindly forward your CV to [accounts@siredhillary.co.za](mailto:accounts@siredhillary.co.za)  
Closing date for applications: 6<sup>th</sup> May 2022**

If you have not had a response by 20 May 2022, please consider your application unsuccessful.  
The School Governing Body reserves the right not to fill this position if no suitable candidates apply