



KINGSWOOD COLLEGE

T +27 46 603 6600 E info@kingswoodcollege.com W www.kingswoodcollege.com
1 Burton Street, Makhanda, 6139

Vacancy Announcement

**Applications are invited for the position of
Personal Assistant to the Head**

at Kingswood College

Closing date for applications: Friday, 21 February 2025
Commencement Date: Negotiable

As a leading co-educational independent school, based in Makhanda, Kingswood College invites applications for the above post.

Attributes:

- Bachelor's Degree or equivalent qualification
- Team player with excellent interpersonal skills who maintains a high level of confidentiality
- Excellent written and verbal skills: English
- Excellent proficiency: MS Office, Google suites
- Minute-taking
- High organisational ability
- Excellent time management skills;
- Able to use initiative, be creative and have strategic thinking skills under pressure
- Knowledge of database administration and data capturing;
- Excellent telephone etiquette;
- Excellent inter-personal and communication skills and ability to work with external stakeholders, staff, parents and children in a school environment;
- An understanding of the dynamics of the education sector.

Applicants are expected to support the Christian ethos of the school.

How to apply:

Interested parties are requested to submit a one-page letter of motivation, CV and details of 3 contactable referees to the College Head at vacancies@kingswoodcollege.com by Friday, 21 February 2025.

The College reserves the right not to proceed with the filling of the post. An application will not in itself entitle the applicant to an interview or appointment. Failure to meet the minimum requirements of the advertised post will result in applicant's automatically disqualifying themselves from consideration. Preference will be given to candidates from the designated groups, in accordance with the principles of the Employment Equity Act. Kingswood College, 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.

