

**School Receptionist**

**Closing date for applications: Friday, 23 February 2024**

**Duties begin: 1 April 2024**

**General details:**

1. Applications must be sent to the headmaster via email [headmaster@escs.org.za](mailto:headmaster@escs.org.za) or delivered to reception and suitably addressed for the headmaster's attention.
2. Interviews will commence shortly after the closing date.
3. Please take note of the general requirements for all teaching posts at ESCS which are found at [www.escs.org.za/high-school-staff-vacancies.html](http://www.escs.org.za/high-school-staff-vacancies.html)
4. This is a full-time position (07:30 – 15:45 daily) and will require working in the first and last week of the December/January school holiday.
5. The applicant should be bilingual (English and Afrikaans) and have passed at least the equivalent of a recognized Grade 12 school leaving qualification.

**Key Responsibilities:**

- Place orders and communicate with Suppliers for stationery, cleaning/sanitising products, printer and photocopier equipment, as well as kitchen supplies.
- Assist in overseeing the Ground Staff with regard to duties/activities and responsibilities.
- Greet visitors/guests both personally and telephonically. Professionally determine the purpose of the visit/enquiry.
- Electronically book venues for various school events/functions.
- Keep accurate records of Learners utilising the school database.
- Collect, sort, distribute and prepare correspondence and messages.
- Schedule appointments, maintain and update the school year calendar.
- Create and print correspondence, reports as well as print various documents for Staff.
- Receive and process payments, record receipts for services provided and reconcile all petty cash daily.
- Assist with Administrative and HR tasks as required.
- Schedule meetings for the Headmaster and the Primary School Head, with parents, staff, external visitors, etc. together with all related correspondence.

**Skills Required:**

- Strong organisational skills with at least two years secretarial/administrative experience.
- Computer literate - A high level of computer skills is necessary (Google Workspace experience will be advantageous.)
- The ability to effectively and enthusiastically work, both independently, and as part of a team.
- Excellent interpersonal and communication skills, with the ability to work under pressure.

**As this post involves dealing with personal information, a high degree of confidentiality will be required.**