



Treverton aims to appoint an experienced and dynamic individual to the position of

## Preparatory School Secretary and PA to the Head

- LOCATION: Mooi River
- CONTRACT TYPE: Permanent
- SALARY: Market related
- REPORTING LINE: Prep Head
- SCHOOL PHASE: Preparatory
- ADVERT CLOSING DATE: 30th June, 2019

### **Treverton Background:**

Treverton is an independent Christian school, situated on a unique 270-hectare campus in the heart of the KwaZulu-Natal Midlands. Treverton caters for boys and girls from Grades 000 to 12 and Gap-Year and strives to provide a balanced, quality education based on a strong Christian foundation.

### **Safeguarding our Students:**

Treverton is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a background check.

### **Duties:**

- To ensure the smooth daily running of the Prep Reception
- To support the academic staff through such administrative tasks as may be necessary
- To support the Prep Head through such administrative tasks as may be necessary
- Handling of petty cash and budgets where necessary

### **Requirements of the role:**

- Relevant experience and qualifications
- Proven experience in a secretarial role
- Be prepared to give up evenings, weekends and/or holidays for school commitments

### **Key Skills:**

- Good planning, organising and reporting skills
- An excellent verbal and written command of English
- Good time management skills
- Good interpersonal skills and strong team orientation
- The ability to cope with pressure, deadlines and multi-tasking
- Highly organised
- Excellent telephone manner
- Excellent communication skills
- Ability to liaise between all stakeholders
- Competency in Microsoft Word, PowerPoint, Excel, Outlook and the Google Platform

- Ability to be a role model
- Ability to reflect on own practice
- The ability to converse in one more indigenous South African languages would constitute an advantage

#### **Core Attributes:**

- Flexible
- Resilient
- Willingness to serve
- Life-long learner
- Ability to build positive relationships with all stakeholders
- Enthusiasm
- Positive disposition

#### **Remuneration:**

A package commensurate with the position and relevant qualifications and experience will be negotiated during the recruitment process.

#### **Steps to Apply**

Send a copy of your curriculum vitae including a covering letter and the names of three contactable referees, one of which is to be your church minister, to the email address [prepvacancy@treverton.co.za](mailto:prepvacancy@treverton.co.za) with the subject line "Secretary".

Your resume will be reviewed and if you meet the criteria we will contact you for an interview.

*Thank you for your application. If you do not receive a response from us, please consider your application unsuccessful. Please note that the submission of an application does not automatically qualify the applicant for an interview.*