



Glenstantia Primary School

SEEKS TO APPOINT A GRADE ADMIN ASSISTANT

POSITION	REF.	Starting Date
Grade Admin Assistant (To assist teachers with their Administration)	2021 - 22	01 April 2021 As soon as possible

Key Requirements:

- Minimum qualification Matric;
- Min 2 year's relevant experience;
- Admin qualifications will be an advantage;
- Computer qualifications and proficiency in use of Microsoft Word and Excel;
- Good organizational and administrative skills;
- Good interpersonal skills and able to work under pressure;
- Advanced proficiency in English;
- Willingness to assist in a broad spectrum of tasks;

Salary package depending on experience R91 000 - R94 136.00 p. a

Applicants must have no criminal record.
Police clearance certificate is required.

THE ABOVE POST IS A GOVERNING BODY POST.

CV and supporting documents must be submitted to:
Email: HR@glenstantia.co.za **Fax:** 086 562 0254
or hand delivered to Glenstantia Primary School,
Anton van Wouw Street, Constantia Park.

Closing date for applications: 22 February 2021