

SAREPTA Secondary School
P.O. Box 22
KUILSRIVER
7579
Principal: YN BASSON
Phone : (021) 903 2179
WhatsApp : 0608472672



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Posbus 22
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Prinsipaal: YN BASSON
Telefoon : (021) 903 2179
WhatsApp : 0608472672

e-mail : sarepta.sec@wcgschools.gov.za

website : www.sareptasecondary.co.za

Remember : LET NO ONE STEAL YOUR DREAM

SGB CONTRACT POSITION

Sarepta Secondary School requires the services of an **ADMINISTRATION CLERK/SECRETARY**.

Appointment Date: 01 January 2023

Closing Date for Applications: Wednesday, 30 November 2022

POST REQUIREMENTS (ADMIN CLERK):

- Matric Certificate. Post Graduate Qualifications will be an advantage.
- Valid Driving Licence.
- At least 5 Years working experience.
- Must have two contactable referees.
- Must be very organized.
- Must be able to work under pressure and meet deadlines
- Competency in MS Word, MS Excel & MS Outlook is a requirement.
- Excellent written and verbal communication skills.
- Prior experience as a receptionist will be an advantage.
- The ideal candidate is a detail-oriented team player who will be the first point of contact for visitors (Parents, WCED Officials, Learners etc.) at the office, greeting them in a polite and well-spoken manner.

WHAT DOES THE JOB INVOLVE:

- PA to the Principal.
- Report to the Principal.
- General Administration and Filing.
- General Secretarial Work and performing ad-hoc administration duties.
- Place orders for packaging, stationery, and for refreshments.
- Assist financial officer with general duties.
- Read and distribute emails daily.
- Follow up on email and telephonic requests.
- Switchboard handling and answering phones
- Keep learner and staff information up to date.
- Assist learners when needed.
- Able to contribute positively as part of a team, helping with various required tasks.

Please submit a complete CV and cover letter hand deliver to the Principal at Sarepta Secondary School or via e-mail to Sarepta.sec@wcgschools.gov.za or yolanda.basson@wcgschools.gov.za

If you have not been contacted by Wednesday, 14 December 2022, please accept that your application was unsuccessful. Please note that the SGB reserves the right not to fill the position.

Mrs YN Basson
Principal
14 November 2022