



Waterkloof House Preparatory School

"Work Hard, Play Straight"

Invites suitable candidates to apply for the position of **Admin Clerk and Driver**

Commencement Date: 01 September 2021

*However, should you only be able to start later please submit your application and state your availability clearly

WHPS is a Traditional / Christian-based school specialising in the education of boys. We are currently seeking to appoint a suitably qualified and experienced person in the position of Admin Clerk and Driver.

Post Requirements:

- Experience working in a school environment.
- A dynamic, enthusiastic and innovative individual with strong interpersonal skills.
- Strong administration, organisational and time management skills.
- Good verbal and written communication skills.
- Knowledge of Microsoft Office and or Office 365 (Outlook, Teams, Calendar, Word and Excel).
- Operation, management and troubleshooting of the schools photocopy equipment, including ordering and stock management of consumables.
- Delivery and collection for the various departments of the school.
- Preparation of various school documents including binding, guillotining and laminating.
- Filing and archiving.
- Assistance with various admin requirements, as and when needed.
- Working at extra mural events, festivals and providing support for events, as and when needed.
- Driving of staff and children. Possession on a valid PDP is a prerequisite.
- Set up of satellite tea stations and hosting parents and visitors at fixtures hosted by WHPS but played off the school's campus.
- Will be required to work on Saturdays and other after hour periods in accordance with the school's operational requirements.
- Start: 01 September 2021

Applications close on **Wednesday, 28 July 2021**.

Each application should be accompanied by the mandatory information form provided, a full Curriculum Vitae, covering letter, testimonials and names and telephone numbers of at least three referees to be submitted via email to workhardplaystraight@whps.co.za

WHPS thanks all applicants for their interest. Only short listed candidates will be interviewed and replied to. WHPS reserves the right not to fill this position. Should you not have received any reply to your application within a fortnight from the stipulated date, you may consider your application to have been unsuccessful.

Applications close on Wednesday, 28 July 2021

Type of School:

Boys' Day School
Termly Boarding School
Traditional / Christian-based

Info:

Number of pupils: 472
Average class size: 24
Grade 000 - 00 (boys & girls)

Contact Details for Vacancy Applications:

Tel: 012-460-5221
Email: workhardplaystraight@whps.co.za
Website: www.whpsschool.com



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This form should be completed and submitted along with your full Curriculum Vitae, covering letter, testimonials and contact details of at least three references. Applications submitted without this form will not be considered.

Name:		Surname:	
Cell Number:		E-mail Address:	
Current place of employment:		Current position:	
Do you have experience working in a school environment?	Yes / No	If Yes, please provide the name of the school as well as the details of the position that you held:	
Do you have a valid PDP?	Yes / No	Please provide the date of expiry of your PDP:	
Are you able to work after hours?	Yes / No	Do you have your own mode of transport?	Yes / No
Are you available from 01 August 2021?	Yes / No	If No, please provide the date that you would be available from:	

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