



Waterkloof House Preparatory School

"Work Hard, Play Straight"

Suitable candidates are invited to apply for the following position:

Human Resource Assistant

Commencement Date: 01 January 2025

WHPS is a Traditional / Christian-based school specialising in the education of boys from Grade 0 to 7, and Pre-Prep boys and girls.

We are currently seeking to appoint an enthusiastic and well-organised person with relevant experience and a strong work ethic to provide support as an HR assistant.

Post Requirements:

- Provision of assistance and support to the HR manager.
- A dynamic, responsible individual with strong interpersonal skills and attention to detail.
- Strong administrative, organisational and time management skills.
- 3 - 5 years' experience in a Human Resource role with knowledge of HR and recruitment practices.
- Basic understanding of applicable labour legislation in South Africa.
- Excellent command of English with good written and verbal communication skills.
- Experience in processing payroll and knowledge of the SAGE VIP Classic payroll system.
- Experience in compiling and processing employee documentation and records.
- Experience in tracking employee attendance, leave procedures and documentation.
- Experience working on Microsoft Office with a strong command of Excel, Word, Outlook and PowerPoint.
- Ability to work independently within a team environment.
- Ability to embrace working at a school which includes school related events and relationships.
- Professionalism in handling and processing confidential information.
- A Human Resource qualification/certification will be beneficial.
- Knowledge and experience working in an educational environment would be a recommendation.
- Start 1 January 2025.

Applications close on **Monday, 15 November 2024.**

Each application should be emailed to workhardplaystraight@whps.co.za and be accompanied by:

1. Covering letter,
2. Full Curriculum Vitae,
3. WHPS Application Form (**applications submitted without this form will not be considered**),
4. Written Testimonials and the names and telephone numbers of at least three referees.

WHPS thanks all applicants for their interest. Only short-listed candidates will receive a reply regarding an interview. 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.

Waterkloof House Preparatory School, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Applications close on 15 November 2024.

Type of School:

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

Information:

Number of pupils: 472
Average class size: 24
Grade 000 - 00 (boys & girls)
Grade 0 - 7 (boys only)

Contact Details for Vacancy Applications:

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



Human Resource Assistant

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WHPS APPLICATION FORM (applications submitted without this form will not be considered)

Name:		Surname:	
ID #:		Title:	
Cell Number:		E-mail Address:	
Current place of employment:		Current position:	
Qualification:		Years experience in an educational environment:	
Do you have experience in HR? If yes, how many years?	Yes / No	Are you able to process a monthly payroll using SAGE VIP Classic?	Yes / No
Are you available from 1 January 2025?	Yes / No	If No, please provide the date that you would be available from:	
Medical - Your present state of health relevant to the position you are applying for, including any psychological, alcohol- or drug-related conditions. (*Please note: If you have any relevant health problems a doctors report may be required to indicate your ability to perform the required duties, excluding any private medical conditions which you have not consented to be disclosed to us.)			No health problems / *Health problems:
Sex Offenders & Child Protection Registers: Are you in possession these Clearance Certificates (not older than 24 months), or other proof that you do not qualify for inclusion in the Register? Please provide details.			Sex Offenders Clearance Certificate: Yes / No Child Protection Clearance Certificate: Yes / No
Do you consent to the School verifying information provided by you and to enquire into relevant aspects of your employment history for the purpose of determining your suitability for the position? (if not please provide reasons)			Yes / No

I hereby declare that I have initiated this application with Waterkloof House Prep School ("the School") of my own accord and volition. I accept further that there is no obligation on the School to place me in permanent or temporary employment and that no contract of employment will come into existence until and unless all terms and conditions of employment have been agreed upon and the appointment has been finally approved in terms of School procedures.

I hereby declare and certify that all the above information, including all information and documents relating to my qualifications and experience as submitted by me, is true, correct and complete in every aspect. I understand that the School will have the right to withdraw any offer of employment or terminate my employment if anything represented by me in this application is proved to be incorrect or incomplete.

I further accept that the School places a premium on a relationship of trust with its employees and that it must take reasonable steps to ensure the integrity and honesty of applicants for employment and their suitability for an educational environment. I acknowledge that I will be required to deal directly with minor children, the school community, monies, assets or property of the School and, in view of the high degree of trust required by my possible employment, I agree to the following:

- That my fingerprints may be taken and be placed at the disposal of the police or similar government body in any place where I may be placed in employment.
- That the police or other applicable body may furnish the School with full details concerning any previous convictions and/or other relevant information in their possession, including court orders and/or judgments given against me.
- That the School may require me to undergo such psychological / medical evaluation or similar assessment which it may require to determine my suitability for employment.

I hereby authorise any of my former employers to furnish a record of my service, my reason for leaving their employ, together with all information they may have concerning me whether on record or not. I hereby release them and their organisation from all liability for any damage whatsoever for issuing same.

APPLICANT SIGNATURE: _____ **DATE:** _____

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Applications close on 15 November 2024

Please note: No late applications will be accepted. Applications not submitted with the mandatory application information form will not be considered.