



Founded 1922

HERSCHEL
GIRLS SCHOOL

Herschel Girls School, founded in 1922, situated in Claremont, Cape Town, is an inclusive independent Anglican school for girls from Pre-Nursery to Grade 12 which welcomes pupils and staff from diverse cultural backgrounds.

Herschel is committed to transformation and is an equal opportunity, affirmative action employer that gives preference, where appropriate in accordance with its Employment Equity Plan, to candidates from the designated groups. The School reserves the right not to make an appointment. Failure to meet the requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Please note no faxed applications will be considered and only short-listed candidates will be contacted.

Herschel Girls Preparatory School, seeks to appoint a
PERSONAL ASSISTANT TO THE HEAD OF PREPARATORY
to commence duties from March 2024 (negotiable)

The successful applicant will:

- hold a Bachelor's degree or equivalent tertiary qualification coupled with at least 5 years' experience in a similar position working with an executive leader
- have experience in working in an educational institution is advantageous
- have advanced computer literacy, especially using Microsoft Office Suite and exposure to a wide range of systems
- have excellent command of English (verbal and written)
- have exceptional planning and organisational skills, with attention to detail
- have good interpersonal skills
- have excellent one-on-one problem solving and collaborating skills
- be a confident individual who is responsible and able to work under pressure and handle high work volumes
- have a demonstrated ability to prioritise, take initiative and work independently
- have high levels of integrity and confidentiality together with emotional maturity and a professional work ethic
- have experience in writing minutes
- have the ability to multi-task and provide full administrative support to the Head of the Preparatory School
- be willing to work outside of normal office hours when required
- support and hold at heart the school's tagline of "learning to make a difference" both personally and professionally
- be expected to be supportive of the Christian Anglican ethos of the School

A letter of application, accompanied by a comprehensive CV, three contactable references, as well as a Police Clearance certificate, must be sent to prepvacancies@herschel.org.za by **02 February 2024**

Only short-listed candidates will be contacted. Applicants are advised that if they have not been contacted by 09 February 2024, it must be assumed that the application has been unsuccessful.

Herschel Girls 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.