

SPRINGFIELD CONVENT

SENIOR SCHOOL



Springfield Convent Senior School, founded in 1871, is a Catholic school for girls in the Dominican tradition, situated in beautiful gardens on Wynberg Hill, Cape Town. The school has a caring atmosphere, a proud academic record, vibrant Music, Drama and Art Departments and excellent facilities for Sport.

SENIOR SCHOOL SECRETARY

2019

to commence 1 January

The successful applicant will need

- Excellent people/communication skills with a good command of the English language
- Sound Secretarial/Office skills with relevant experience and Computer Literacy.
- School Office experience would be an advantage.
- The ability to compose letters, take dictation, minute meetings, keep records, write newsletters and compile termly calendars.
- Experience in keeping & updating CEMIS records
- Ability to work under pressure
- A degree of flexibility

Please submit your CV via post to: The Principal, Springfield Convent Senior School, St John's Road, Wynberg, 7800 or via email to bhoughton@springfieldconvent.co.za

Closing date: 30 November 2018.

The School reserves the right not to proceed with the filling of the post. An application will not in itself entitle the applicant to an interview or appointment, and 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 those applicants invited for an interview will be contacted.

Springfield is a member of the Independent Schools' Association of Southern Africa.