



WOODLANDS International College

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WOODLANDS INTERNATIONAL COLLEGE – PA TO PRINCIPAL / ADMISSIONS OFFICER

Woodlands International College is currently recruiting for a dynamic Personal Assistant to the Principal/Admissions Officer in the Senior College (Gr 7-12). The ideal candidate will have a proven and successful track record in school administration, including general school administration, admissions and events organising.

DUTIES

- Uphold the ethos of mutual respect, professionalism and administrative excellence in the Senior College.
- Show empathy and understanding to all he/she encounters as the face of the Senior College.
- Demonstrate an excellent grasp of the English language, both spoken and written.
- Demonstrate the ability to work as part of a dynamic team.
- Administer general, daily reception duties.
- Administrative support to the Senior College's Academic programme.
- Managing all matters related to the office of the Principal of the Senior College.
- Organising of school events, and the ad hoc attendance thereof.
- Processing of new enrolments, as well as the recordkeeping and upkeep of historical admissions information.
- Build and manage symbiotic relationships with parents and other strategic partnerships of the school, including the staff and leadership bodies of the Pre-Primary and Junior Colleges.
- Create and maintain a consistent positive and engaging demeanour of the Senior College, as the first point of contact for parents and other stakeholders.
- Computer literacy, and the ability to adapt to new administration systems is a primary requirement for this role.

GENERAL

A member of the administration team at Woodlands International College is required to be an ambassador of the College's ethos at all times. This individual is a role model to the school's students, and is subsequently required to act with the utmost professionalism and integrity at all times. Woodlands staff also, display sincere care for the overall welfare and development of all of our students at all times.

All applications must please be sent, in confidence, to Mr van Niekerk at vanniekerkc@woodlandscollege.co.za by latest 23 May. The starting date for this appointment is 1 July.