

VICTORIA PARK HIGH SCHOOL



*Live, Challenge and Dare!
Prepared for Life!*

Victoria Park High School has the following vacancies:

These are Governing Body posts and are effective from January 2021

PRINCIPAL'S SECRETARY

Time:

- 07h30 – 15h30 (Monday – Thursday)
- 07h30 – 14h30 (Friday)
- Only if the need arises, after hours

Job Description:

- Knowledge of the Department of Education's protocols, regulations & communication with their officials
- Maintain and manage the principal's diary and appointments
- Maintain accurate staff files and personal records
- Liaise with staff, SGB and parents
- Arrange SMT / staff / SGB meetings and accurate minutes to be recorded
- General front office duties, attending to telephone and email queries
- Management of the school bell ringing timeously during the school day
- Covid-19 school attendance exemption applications
- Previous experience with Pro-Ed / SA-SAMS is recommended

SCHOOL'S SECRETARY

Time:

- 07h30 – 15h30 (Monday – Thursday)
- 07h30 – 14h30 (Friday)

Job Description:

- All general front office duties and attending to telephone and email queries
- Administrative letter writing and stationery printing
- Assisting staff and pupils with admin and personal requirements
- Daily capture and management of pupil absenteeism on the school system – absentees, latecomers and early leaving
- Monitoring incoming visitors at the front gate, reception and correspondence.
- Arranging all documentation for pupils wishing to leave the school
- Covid-19 school attendance exemption applications
- Previous experience with Pro-Ed / SA-SAMS is recommended

CV's with a covering letter to be emailed to info@vphs.ecape.school.za

**Closing date for applications is
Friday 25th September 2020**

Phone: 041 508 6400