



## ST CHARLES COLLEGE

S O U T H   A F R I C A

*St Charles College, founded in 1875, is an independent Christian boys college situated in Pietermaritzburg, South Africa, catering for day boys from Grade 000 to Matric with boarders from Grade 4 upwards. The College has written the University of Cambridge International IGCSE, AS Level and A Level Examinations since 2002.*

# Personal Assistant

St Charles College is looking to employ a suitably qualified Personal Assistant to the Heads of the Senior School and the Director of Academics, commencing 1 May 2025. The College pursues its mission based upon core values and our staff are expected to have integrity and exercise sound judgement within their positions.

### Key responsibilities include but are not limited to:

- Manage the diaries of the Heads of the Senior School and the Director of Academics, including but not limited to scheduling meetings, appointments, events, taking minutes of meetings, and booking travel and accommodation.
- Handle correspondence, emails, and phone calls on behalf of the Heads of School and the Director of Academics.
- Reception for the Senior School.
- Manage communication with Senior School parents.
- Maintain pupil files and ensure that both digital and physical filing is up to date.
- Prepare documents as needed.
- Maintain confidential records and ensure secure document handling.
- Liaise with the Universities of South Africa and the South African Qualifications Authority.
- Provide administrative assistance with the Association of Cambridge Educators in South Africa.
- Liaise with Cambridge on behalf of the Heads of Schools and Director of Academics.
- Source and order stationery and office equipment for the Senior School office.
- Maintain accurate records of Senior School boys arriving late and leaving early.
- Maintain accurate sick leave records for all Senior School boys.

### Personal qualities:

- Excellent communication skills, including fluency in Speaking/Reading/Writing in English.
- Previously demonstrated ability to work as part of a team and interact professionally with all levels of staff and management.
- Strong organisational and time management skills.
- Detail-oriented and sensitive to confidential information.
- Good human relations skills and proven integrity.

### The ideal candidate will have:

- At least five years of experience in the same or similar position.
- Excellent knowledge of Microsoft Office; knowledge of Ed-Admin is advantageous.
- A valid driver's license.

### How do you apply?

Only persons with the appropriate qualifications and experience will be considered. If you feel you suit the above position, please complete the application form which can be found by clicking on the link provided below.

**To apply, click on the following [LINK](#)**

**Applications close on 21<sup>st</sup> March 2025**

*St Charles College is an equal opportunities employer and is committed to employment equity.*

*In line with POPIA, the College will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*

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*The College reserves the right not to fill the post. An application will not entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. If you have not heard from St Charles College within six weeks of your application, please consider that it has been unsuccessful.*