



BISHOPS
DIOCESAN COLLEGE

inspires individuals

**An Anglican Boys' School, rooted in Africa,
providing a holistic and relevant education in
a nurturing, and transforming environment.
We are committed to developing men of
principle and compassion.**

Bishops Support Administrator

We are looking for a dedicated individual with relevant school experience who is efficient and organised to fill the above position with effect from January 2022.

Key Duties and Responsibilities will include amongst other things:

- Coordinating all aspects around readers and scribes for exams
- Responsible for CEMIS (Centralised Education Management Information System) related tasks
- Being available to boys, staff, and parents to deal with queries and make appointments.
- Liaising with the Western Cape Education Department around concessions and other matters
- Deal with all administration of School Psychologists and BSU interns
- Administration of Exchange programme
- Maintaining sports administration system. EPIC administration

Qualities and skills:

- Excellent interpersonal skills and a pleasant disposition
- Experience with CEMIS
- Initiative and attention to detail
- Presentable and well groomed
- Sound knowledge of Microsoft Word, Excel, email & attachments.
- Ability to multi-task and work to deadlines

Experience and qualifications:

- Previous experience in a school environment is necessary.

**Interested applicants should email a short CV with a covering letter and details of 3 references to
lauren@obr.co.za by 26 July 2021**

Bishops is committed to transformation, preference shall be given, but not limited to, candidates from the designated groups.