



BISHOPS

DIOCESAN COLLEGE

inspires individuals

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

Bishops Prep School seeks to employ a highly competent and experienced

FRONT OF HOUSE SECRETARY

commencing soonest

Duties and Responsibilities:

- Front of House – welcoming and receiving all visitors to the reception area and directing/assisting them accordingly
- Managing the switchboard professionally, ensuring that all calls are correctly transferred and relaying all messages accurately
- Handling general correspondence and all queries and complaints via email and telephone.
- Ensuring that the reception area is maintained and always well presented
- Assisting the two Deputy Heads as required
- Management and supervision of office assistant
- Managing all office and school consumables including stationery, equipment, furniture as well as managing consumable budget requirements
- Performing ad-hoc administration duties and maintaining a general office filing system

Qualities and Skills:

- Excellent interpersonal skills and a pleasant disposition
- Be highly adaptable to change and able to work under pressure
- Be able to work as part of a team and maintain sound interpersonal relationships with pupils, parents, and staff
- Have excellent time management skills
- Be professional and presentable at all times
- Ability to multi-task and work to deadlines
- Be fluent in English, with excellent communication skills (written and verbal) email and telephone included

Experience and Qualification:

- Matric and another suitable qualification (a secretarial qualification will serve as an advantage)
- Previous experience in a similar position in a school environment is necessary
- Proficiency in Microsoft Office including Outlook and Excel

Interested applicants should click on the link below to complete the online application form by 17 March 2023.

[online application](#)

Only short-listed contacts will be contacted by 31 March 2023. Only South African citizens will be considered for permanent post.
www.bishops.org.za

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.