



Job Advert Reddam House Durbanville – Personal Assistant

South Africa
Cape Town
Reddam House Durbanville
Inspired

Reporting into: Miss Márjó Prins
Full Time/Part Time: Full Time
Fixed Term Contract Length: n/a
Closing Date for Applications: 9 September 2022
Languages Required English

Inspired is seeking to appoint **Personal Assistant to the Early Learning School and Junior Preparatory Headmistress** to join us on **26 September 2022** on a **full-time** basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Reddam House Durbanville forms part of the Inspired Education group. Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic and extra-mural environment from ages 3 months to 18 yrs.

We offer a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success. And we believe the Arts are an integral component of premium education.

Our current portfolio of 80+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with ongoing expansion foreseen. This position presents a unique opportunity to join a connected global community.

We take great care when selecting new colleagues to join Inspired Education. We believe true excellence in education is only achieved through an inspiring and passionate team that creates and sustains engaging and inspiring learning environments across our 4 educational pillars of Performing and Creative Arts, Academics, Sport and Service.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

DURBANVILLE | Mosselbankriver Road, D’Urbanvale Estate, Durbanville, Cape Town, 7550 | Shamwari Close, Clara Anna Fontein Estate, Durbanville, 7550 | PO Box 3915, Durbanville, 7551 | +27 (0) 21 975 6650 | +27 (0) 10 060 4236 | info.durbanville@reddam.house | reddamhouse.com

Early Learning School Head elshead.durbanville@reddam.house Preparatory School Head prephead.durbanville@reddam.house College Head collethead.durbanville@reddam.house Executive Head executivehead.durbanville@reddam.house

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

Inspired Schools (Pty) Ltd 2014/226909/07

OUR SCHOOL

Reddam House Durbanville offers a co-educational, non-denominational, premier, private school environment recognizing, nurturing and developing the individuality of each student placed in our care and encouraging students to maximize their potential. Our school offers a dual curriculum, offering both Cambridge Assessment International and IEB education. Reddam House Durbanville offers a holistic, innovative educational experience, encouraging students to realize their unique gifts, talents and abilities in pursuit of academic excellence. We offer a premium education from 18 months to 19 years old, in the A Level post matric programme. Ideally located in Durbanville, Reddam House Durbanville seamlessly blends Boarding and Day schooling and takes pride in a bespoke learning approach, safeguarding and dedicated pastoral care. We provide premium education from **1 – 2 years old to A Levels as a post-matric option**, to families living in the leafy suburbs of Durbanville, Vredeklouf, Welgedacht, Platteklouf, Blouberg, Tableview, West Beach, Melkbos, Kanonberg & Welgemoed. We offer weekly and termly boarding from Grade 6 – 12, providing a home-away-from-home to students outside South Africa & neighbouring countries, including Botswana, Namibia, Zambia, Zimbabwe, Mozambique and Mauritius. <https://www.durbanville.reddamhouse.com/>

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence;
- Network of opportunities &
- Competitive package.

ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to children in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate children to achieve their full potential

ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Arranging for the admission tests with the teachers and arranging for students who want to spend the day at school.
- Ensure the smooth running of the office
- Carry out all instructions given by Headmistress and Directors
- Handling of confidential documents as well as confidential information.
- Answering of calls
- Setting up of meetings, interviews, teacher meetings, staff development & training, parent meetings with Headmistress, including panel meetings
- Taking Minutes of meetings when requested
- Keep files up to date with records of feedback meetings
- Deal with queries, suggestions and complaints which are brought to the attention of the office, prioritising information and maintaining confidentiality at all times
- Monitor the security cameras with the support of the IT team

- Welcome all visitors to the school
- Manage Headmistress's diary effectively
- Typing of all official correspondence for Headmistress when required
- Typing/checking of letters for teachers
- Writing up of certificates for assembly
- Keeping track of debits, credits, merits and demerits.
- Liaise with College Head's PA regarding catering for all functions including ordering of food, beverages, crockery, cutlery, thank you gifts
- Assisting in any presentation for special events, such as slideshows and power point presentations
- Organise and Assist on Open Days and Personalised Tours
- Invites and RSVPs for all functions
- Concerts – Organise seating, VIP invites, catering and seat number labels
- Issuing of late slips to all students from Stage 4 – Grade 4
- Issuing of Exit forms for leaving school early to all Stage 4 – Grade 4 students
- Issuing of parking disks to all parents
- Liaise with relevant staff regarding the ordering of all stock for the office including stationery, coffee, tea, tissues, chocolates, candles, first aid supplies, etc.
- Accept and sign for packages and ensure they are delivered to relevant staff
- Assist teachers with reports when necessary
- Booking of conferences and updating memberships for staff
- Organising substitute teachers in place of assistant teachers and staff and ensuring substitute is remunerated via the payment request book
- Ensuring staff note their leave on the online management system (ESS)
- Compile and monitor attendance register for support staff
- Ensure that all staff receive birthday cards/vouchers/cash
- Oversee Orientation annually – invitations, personalised letters, ensure class lists are correct, labels for children and parents, preparation of information packs, ordering of catering, managing RSVPs
- Reports – keep electronic copy of all reports
- Sit in Front of Office – greeting all who arrive and leave school. Manage appointments and collection of children leaving early.
- Raise Purchase Orders for the headmistress on request

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

Skills and previous experience	<ul style="list-style-type: none">• Good planning, organising and reporting skills• Good communication skills (oral, written and presentation)• Touch typing skills• Good time management skills• Good interpersonal skills and strong team orientation• Strong Administration Skills• Customer Centric
Qualifications and Accreditations	<ul style="list-style-type: none">• Matric• Secretarial Diploma• Min 2-3 years' experience in a similar position
Personal Competencies and Attributes	<ul style="list-style-type: none">• An unwavering commitment to the development of the school• A demonstrable passion for the profession• Excellent organizational skills• A positive attitude to change• A continuous improvement mindset

HOW TO APPLY

- Please send a covering letter and copy of your resumé to the following email address: marjo.prins@reddam.house, tegan.goosen@reddam.house
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATIONS

In accordance with Inspired's duty to provide and maintain a safe working environment, a prerequisite to join the Company is that you are vaccinated to safeguard the health interests of our students, staff members, their families, and the community at large from COVID-19.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddam House, 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 the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

T E M P L A T E A P P L I C A T I O N F O R M – S C H O O L S T A F F

Introduction

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired’s guidance on safer recruiting.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS			
Title (Dr/Mr/Mrs/Miss/Ms)			
First Name and Surname:			
ID Number:			
Current Address:			
Postcode:			
Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			
SACE Number:			

2. OTHER INFORMATION	
Are you related to any employee of the School?	
If yes, who?	
Please state where you saw this post advertised	

3. EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

Please state the reason for leaving each position in full.

Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

4. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates

5. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			

Email	
In what capacity do you know the above?	

6. DECLARATION	
<p>As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.</p> <p>Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.</p> <p>Please disclose any unspent convictions, cautions, reprimands, or warnings.</p> <p>You should be aware that the School will institute its own checks on successful applicants for short listing.</p> <p>Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.</p> <p>Please delete as appropriate:</p> <p style="text-align: center;">I have nothing to declare OR I enclose a confidential statement</p> <p>I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.</p> <p>SIGNATURE DATE</p> <p>Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration</p>	

INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization’s — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even

in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer your data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.