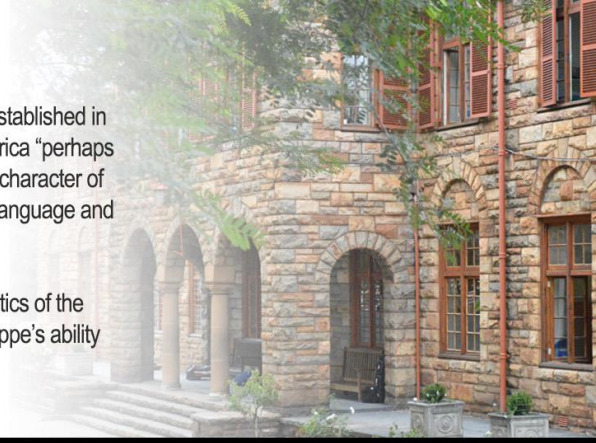




# Jepp High School for Boys

Jepp High School for Boys is Johannesburg's oldest public school having been established in 1890 in Fairview, Johannesburg. As noted in the book *Historic Schools of South Africa* "perhaps more than any other Johannesburg school, it reflects the history and the changing character of the city and has always been a melting pot for children of diverse socioeconomic, language and cultural backgrounds".

Recognised as one of South Africa's Top 20 boys' schools, the defining characteristics of the men it produces often centre on the principles of loyalty, honour, and friendship. Jepp's ability to shape the characters of boys into men is its greatest success.



## JOB VACANCY

Date issued: 7 September 2020

### Admissions and Recruitment Administrator

Jepp High School for Boys invites applications from suitably qualified individuals for the Admissions and Recruitment Administrator position, commencing from January 2021.

This vacancy presents an exciting opportunity for a highly motivated and skilled individual to work closely within the admissions, recruitment and marketing teams at Jepp High School for Boys. The successful candidate will work to assist the Director of Admissions and Recruitment and play a leading role in coordinating the school and GDE admissions process.

#### Requirements for the position:

- Strong interpersonal skills with an ability to work both independently and within a team.
- Proficient excel and word skills.
- A high level of organisational and administrative skills, ideally with a track record in a similar position.
- Will be expected to work closely and under the guidance of Director of Admissions and Recruitment as well as the head of communications and social media.
- Experience in event organisation, school administration and marketing will be beneficial.
- A willingness to occasionally work longer hours and a desire to be involved in the broader spectrum of school life.
- Knowledge of the public school admissions process in Gauteng is beneficial.

Applications should be submitted via email, together with a covering letter, a detailed CV, and the names and contact details of at least two references on or before Monday, 5 October 2020 to Mr Brendan Gittins [bgittins@jeppboys.co.za](mailto:bgittins@jeppboys.co.za). Please do not hesitate to contact Mr. Gittins should you have any queries or for more information on the job specifications.

Commencement date: Wednesday, 6 January 2021

The School reserves the right not to proceed with filling this post. Only short-listed candidates will be contacted.

*Turning **black and white** into **gold***