



St Paulus is an Independent Catholic, Dual-Medium School which provides a holistic education for boys and girls. St Paulus Primary School invites candidates to apply for the following position:

ADMISSIONS AND RECEPTION SECRETARY

The School is looking to appoint a full-time, experienced and professional Admissions and Reception Secretary. As the first point of contact for prospective families, the successful candidate will play a pivotal role in shaping the School's first impression, ensuring that every interaction reflects the welcoming and values-driven ethos of St Paulus. Consideration will only be given to candidates with the following:

QUALIFICATIONS AND EXPERIENCE

- A valid Matric Certificate.
- A relevant Bachelor's Degree or Diploma.
- A minimum of 5 years' experience working in a school environment.

SKILLS AND COMPETANCIES

- Advanced ICT skills with strong proficiency in MS Office and Google Workspace.
- Excellent organisational and time-management skills with the ability to manage multiple priorities.
- Strong verbal and written communication skills, with accuracy and attention to detail.
- English and Afrikaans proficiency.
- Professional interpersonal skills with the ability to liaise confidently with all stakeholders.
- Discretion, confidentiality, and integrity in handling sensitive matters.
- Problem solving, with the ability to anticipate needs pro-actively.
- Ability to work independently and as part of a proactive admin team.
- Confidence to take charge of difficult situations, work under pressure and meet deadlines.
- Practicing Catholic or thorough understanding of Catholicism.
- Willingness to participate in the broader life of the school and uphold Catholic ethos.
- A valid Criminal Clearance Certificate.

JOB DESCRIPTION (not an exhaustive list)

- Manage the full admissions process, from initial enquiry through to enrollment.
- Serve as the primary liaison for prospective parents, offering a professional and welcoming experience.
- Organise school tours that authentically showcase the values, culture and offerings of St Paulus.
- Maintain accurate and up-to-date applicant records and admissions databases.
- Co-ordinate enrollment assessments, interviews and all required admissions documentation.
- Ensure a seamless, efficient and personalised admissions journey for all applicants.
- Collaborate with Senior Management on enrollment strategy and targets.
- Build and maintain effective relationships with key stakeholders.
- Oversee reception operations, including switchboard management, ensuring a warm and efficient front-office environment.
- Liaising with regulatory bodies such as the GDE, CSO and ISASA.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae, complete with three references and a letter of motivation to vacancies@stpaulus.co.za by no later than Friday, 29 May 2026.

St Paulus is an equal opportunity employer that operates within child safeguarding standards and values a diverse workplace. Submission of a CV does not automatically qualify the applicant for an interview. Applicants who do not hear from us within 2 weeks of the closing date of this advert can assume that their application was not successful. Only short-listed candidates will be advised of their outcome. In line with Protection of Personal Information (POPI) Act, all reasonable measures are in place to safeguard the information of applicants, and it will be used solely for this procedure associated with this application process, including recruitment, selection and reporting. Submission of your CV confirms consent of this.