RUSTENBURG
GIRLS' JUNIOR SCHOOL

SCHOOL VACANCIES
COMMENCEMENT DATE: 1 JANUARY 2027

RECEPTIONIST

The School seeks to employ a highly skilled receptionist to join our team. This position requires an individual who enjoys working with people and seeks to enhance the efficiency and effectiveness of the school.

The key responsibilities of the role are:

- Effective general office service and management
- Handle telephonic, email and in-person enquiries
- Pleasant, helpful Interaction with all stakeholders and assist as required
- Capture and update information on school and WCED databases
- CEMIS administrator
- Maintain proper records, including confidentiality of sensitive information
- Provide and support effective communication
- Assist with learner admissions

Qualifications and skills:

- Friendly, welcoming, approachable, efficient and flexible
- Knowledge and competence in managing Google and Microsoft Applications
- Excellent oral and written communication skills
- Strong time management and organisational skills
- Ability to work under pressure and after hours, if needed
- Promote the values and ethos of a culturally diverse girls' school
- Proficient in at least two of the three official languages of the Western Cape
- Experience in a WCED school environment would be advantageous
- Matric certificate
- A suitable qualification would be advantageous
- Valid driver's licence

Tel: 021 689 1981 | admin@rgjs.org.za | www.rgjs.co.za
Address: 12 Main Road, Rondebosch | P.O. BOX 556 , Rondebosch, 7700

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- **Closing date: Wednesday 25 November 2026**
- **To be considered for this position, please complete and submit the following:**
  - **Application for Employment form** (click on the link to complete form)
  - **CV with a short letter of introduction**
  - **Certified copies of your ID and qualifications**
  - **Two contactable referees**
- **Via email to the principal c/o staffposts@rgjs.org.za or hand-deliver your CV and documents to the school (12 Main Road, Rondebosch, Cape Town)**
- **If you have not heard from us by 11 December 2026, please consider your application unsuccessful.**

Rustenburg Junior School for Girls is committed to providing equal opportunities and practising affirmative action employment. The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted candidates will be contacted. All applications will be treated in strict confidence. Under the Protection of Personal Information Act (POPIA), all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately. Our school is committed to ensuring the security and protection of your personal information and to providing a compliant and consistent approach to data protection. The school's Privacy Notice is available on the website, www.rgjs.co.za