JEPPE HIGH SCHOOL FOR GIRLS

Jeppe High School for Girls, a leading, monastic public school situated in Kensington, Johannesburg seeks to employ:

FACULTY: ADMISSIONS & RECRUITMENT ADMINISTRATOR

THE STARTING DATE OF THE APPOINTMENT IS 1 JANUARY 2027

KEY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Managing admissions administration, including the GDE application process, online verification and finalisation, expression of interest letters, walk-in applications and follow-up on applications.
- Corresponding with prospective parents, responding to enquiries, requesting outstanding information, following up on deposits and arranging meetings and visits.
- Liaising with primary schools regarding applicants, including finance matters, testimonials and other relevant information, while helping to build relationships with feeder schools.
- Capturing and maintaining accurate information and records for prospective and target learners and their parents on the admissions database.
- Assisting with the evaluation and processing of applicants.
- Assisting with the planning, organisation, administration and marketing of admissions events, including Open Day, U12 Festivals, Jeppe Experience, Science Olympics, Scholarship Examination and Grade 7 Information Evening.
- Assisting with school visits, recruitment events and identifying admissions and recruitment opportunities within various communities.
- Working with the Communications and Social Media team to prepare and coordinate recruitment material, including pamphlets, videos, gazebos and flags.
- Assisting with website content and information relating to admissions and recruitment.
- Providing administrative support for recruitment and bursary matters, including documentation, follow-ups, meeting arrangements and ad hoc assistance with bursary learners.
- Uploading information about successful applicants onto Ed-Admin and assisting with communication to new parents, including maintaining information packs and responding to queries about information evenings, camps and sports clinics.
- Working collaboratively with the school's Communications, Social Media and Marketing team and providing support in related areas when required.

THE SUCCESSFUL CANDIDATE WILL:

- Have excellent interpersonal skills and a good command of written and spoken English.
- Have strong telephone and email communication skills, with the ability to communicate professionally and warmly with parents, learners and schools.
- Be proficient in Microsoft Office, particularly Word and Excel.
- Be able to work independently, use initiative and contribute positively as part of a team.
- Be organised, hardworking and able to manage competing priorities in a busy, fast-paced environment.
- Be able to handle sensitive or difficult conversations with tact, discretion and professionalism.
- Have an interest in marketing, social media and public relations; experience in these areas will be advantageous.
- Be willing to work extended hours during peak admissions periods and support school events when required.
- Be respectful of and mindful of working in a multicultural, monastic school environment.
- A background and reference check will be mandatory.

HOW TO APPLY: Email careers@jeppegirls.co.za

- A comprehensive CV, accompanied by a covering letter and three references.
- Applications will be reviewed on an ongoing basis. Only shortlisted candidates will be invited for interviews.

SALARY: Negotiable, depending on qualifications and experience.

Closing date: 30 NOVEMBER 2026

The school reserves the right not to fill the position. An application will not in itself entitle the applicant to an interview or appointment.