



JEPPE HIGH SCHOOL FOR GIRLS

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

BOARDING HOUSE MATRON

THE STARTING DATE OF THE APPOINTMENT IS 8 APRIL 2026

REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

- Have a relevant degree
- Have boarding house experience
- Possess a strong work ethic
- Excellent communication skills
- Excellent time management and organization skills
- Ability to multitask
- Ability to use own judgement and discretion
- Ability to function in a fast-paced environment
- Ability to work in a team

THE SUCCESSFUL CANDIDATE WILL:

- Demonstrate high levels of professionalism
- Be respectful of and mindful of working in a multi-cultural, monastic school environment
- Ability to build and maintain effective and productive working relationships
- Passionate about food preparation and kitchen management
- The ability to plan nutritious menus for meals and snacks
- Experience in costing menus, budgeting and food preparation
- The ability to oversee the building maintenance and liaise with relevant people
- Basic First aid and CPR certification
- Ability to supervise and guide students
- Willingness to live on-site
- A background and reference check will be mandatory

HOW TO APPLY:

Email careers@jeppegirls.co.za

- A comprehensive CV with covering letter and 3 references.
- A covering letter of motivation
- Applications will be reviewed on an ongoing basis until the right candidate is identified. Only qualified candidates will be invited for interviews.

SALARY:

Negotiable depending on qualifications and experience.

Closing date: 31 March 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.