

Suitably qualified and experienced applicants are invited to apply for the following position:

**PERSONAL ASSISTANT- SENIOR SCHOOL  
Reduced Hours**

**15 July 2026 negotiable**

St Andrew's School for Girls is a 124-year-old independent school in Johannesburg. Our values-based education and strong brand are built upon a solid foundation of tradition and heritage which provides opportunities for our girls to hone their leadership skills and be empowered women in South Africa and the world. St Andrew's School for Girls is committed to increasing diversity and contributing to establishing a society that is based on democratic values, social justice, and fundamental human rights.

We are looking to appoint a Senior School Personal Assistant who will report to the Senior School Head, Deputy Heads and relevant management staff in the Senior School.

**The successful candidate will have:**

- At least 5-10 years' experience in a similar role.
- The ability to show commitment and assist the Senior School Management Team in fulfilling their duties.
- A high level of professionalism and confidentiality at all times.
- An energetic, friendly, and approachable personality with the ability to interact with a variety of stakeholders: parents, students, staff, and other educational representatives outside of St Andrew's.
- Strong organisational skills, creative and self-motivated, as well as being able to work under pressure and maintain standards of excellence.
- Be able to work within a team-based environment and collaborate with our community.
- A willingness to work after hours and weekend on occasion for major School events.
- Diary management, travel co-ordination, and administration.
- Excellent screening skills with the ability to generate relevant responses and provide assistance.
- Excellent writing, communication, IT, and research skills.
- Advanced skills in the MS Office package offering (Word, Excel, Publisher, PowerPoint, Outlook, SharePoint and Teams).
- Previous experience of Edana, EdAdmin and Canva would be advantageous.
- Good filing (paper and electronic) and minute-taking abilities.
- An appreciation for working in a values-driven, Christian environment.
- A willingness to uphold the ethos and traditions of the school.
- A willingness to apply for clearance with the Child Protection Act and Sexual Offences Register.

If the position excites you and matches your skills and experience, please click on the below link and complete the MS Form as well as submit your CV to [vacancieseniorschool@standrews.co.za](mailto:vacancieseniorschool@standrews.co.za).

[PERSONAL ASSISTANT SENIOR SCHOOL – Fill in form](#)

**The closing date is 16:00 on 25 June 2026**

Employment equity will be considered in the recruitment process.

The School reserves the right not to make an appointment. Submission of an application does not in itself entitle the applicant to an interview. Only shortlisted candidates will be contacted.

**Please note: The short-listed applicants will be expected to do a competency evaluation to assess their technological skills. Applications will be reviewed on an ongoing basis until the right candidate is identified.**

***The School, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.***