



RUSTENBURG

GIRLS' JUNIOR SCHOOL

STAFF VACANCIES: MATERNITY COVER
DURATION OF CONTRACT: 1 JUNE 2026 - 30 SEPTEMBER 2026

GENERAL ASSISTANT / HOUSEKEEPING

The school seeks to employ a reliable, hardworking general assistant for four months as part of the school's Support Staff team. The suitable candidate should:

- Work collaboratively within a team
- Be flexible and professional
- Have an energetic, friendly and positive personality
- Be able to work independently and take initiative
- Be able to finish tasks within specified times
- Be able to communicate in English and at least one other South African language
- Align with the school's transformation objectives

Responsibilities will include, but are not limited to:

- Efficiently and effectively maintaining the cleanliness of the school, especially buildings, offices, bathrooms and classrooms
- Work in various areas of the school as needed
- Provide general housekeeping duties, including ironing
- Provide logistical support and assist with school functions, meetings and catering
- Provide support to the foreman

Experience working in a school environment will be advantageous.

- **Closing date: Monday, 18 May at 10:00**
- **To be considered for this position, please complete and submit the following:**
 - [Application for Employment](#) form (click on the link)
 - **CV with a short letter of introduction**
 - **Certified copies of ID, and any other certificates**
 - **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 29 May 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 they process 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

