



St MARY'S
Diocesan School for Girls, Kloof

School Vision

To be the leading Christian school providing a holistic, values -based education that helps girls build character and equips them to thrive in life.

The following position is available at St Mary's DSG, Kloof, KwaZulu -Natal, a progressive and forward -thinking private girls' school.

ADMISSIONS ADMINISTRATOR February 2025

We are looking for an experienced and highly motivated candidate to ensure the efficient processing and administration of applications and admissions in our Marketing Department.

The successful candidate should possess the following:

Qualifications:

- ✓ A degree or diploma in Communications and Public Relations or in Marketing.
- ✓ A minimum of 3 years experience in a communications, PR, marketing or service-oriented environment
- ✓ Digital CRM experience and data analysis

Key Skills:

- ✓ Provide a warm, professional and friendly first point of contact for prospective new parents to positively promote the school.
- ✓ Excellent administrative, organisational, planning, collaboration and interpersonal skills.
- ✓ Be detail oriented and keep up to date and accurate records.
- ✓ Be able to maintain the confidentiality of sensitive information.
- ✓ Sound computer skills and experience using a CRM system, MS Office and Google Suite
- ✓ An excellent command of English (both spoken and written). Conversational isiZulu and Afrikaans will be an advantage.
- ✓ Be a team player and work effectively within the Marketing Department.
- ✓ The independence and flexibility to work outside of normal office hours when required.
- ✓ Support the Christian ethos and values of the school.

Please complete the Application Form which can be found on the school website at www.stmarysdsg.co.za or [download here](#) and email to marketing@stmarysdsg.co.za. Only electronic applications will be accepted. Shortlisted candidates will be contacted within 2 weeks after the closing date where your CV and relevant supporting documents will be requested. Should you not be contacted after the said date, please consider your application unsuccessful.

The closing date for applications: 15 November 2024

St Mary's is an equal opportunity employer. The School reserves the right not to make an appointment. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the post will result in the applicants automatically disqualifying themselves from consideration. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register. By submitting your CV and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information, which the School undertakes to process strictly in accordance with the [Section 18 Informed Consent Document](#).