

## **FRONT OFFICE ADMINISTRATOR (Receptionist)**

Full Time School Governing Body Appointment

**Starting Date: 16 March 2026 (preferable, but negotiable)**

Rhenish Girls' High School is seeking a professional, organised, and welcoming Front Office Administrator (Receptionist) to serve as the first point of contact for learners, parents, staff, and visitors. The successful candidate will play a key role in ensuring the smooth and efficient operation of the school's front office, while upholding the values, culture, and high standards of Rhenish Girls' High School.

Rhenish Girls' High School is the oldest school for girls in South Africa, and a top-performing public school. It aims to provide its learners with a holistic education of the highest quality and is committed to providing an environment that is conducive to effective teaching and learning.

All learners, regardless of their intellectual abilities, social backgrounds and academic aspirations, are encouraged to develop their full potential, strive for excellence in all they do, and become respectful, responsible, caring and productive citizens.

### **Skills and Requirements:**

- Grade 12 / Matric certificate (minimum requirement).
- A relevant administrative or secretarial qualification will be an advantage.
- Minimum of 2-3 years' experience in a front office, reception, or administrative role (school environment preferred).
- Experience with D6 or other school administration programs would be an advantage.
- Proficiency in Microsoft Office (Word, Excel, Outlook), Google Suite and general office systems.
- Excellent verbal and written communication skills (in English).
- Professional appearance and demeanour.
- Strong organisational and time-management skills.
- Ability to multitask and remain calm under pressure.
- High level of accuracy and attention to detail.
- Discretion, integrity, and respect for confidentiality.
- Friendly, approachable, and service-oriented attitude.
- Reliable, punctual, and trustworthy.
- Positive and supportive team player.
- Commitment to the ethos and values of Rhenish Girls' High School.
- Ability and willingness to work effectively with learners, parents, staff, and the broader school community.

## **Duties and Responsibilities**

### **Reception and Communication**

- Manage the front reception area, providing a warm, professional welcome to **all** visitors.
- Answer and direct incoming telephone calls courteously and efficiently.
- Receive, screen, and distribute emails, messages, and correspondence.
- Handle parent, learner, and staff enquiries with professionalism and discretion.
- A willingness to familiarise yourself with the daily school programme, enabling effective assistance with queries and questions.

### **Administrative Support**

- Perform general administrative duties as required, e.g. attendance registers, including the recording of attendance stats.
- Managing the daily substitution for staff members who are absent.

### **Learner and Staff Support**

- Assist learners with sign-in/sign-out procedures and manage late arrivals and early departures.
- Liaise with staff regarding learner movements, appointments, and urgent matters.
- Provide basic first-line assistance and ensure learners are referred appropriately when unwell or injured.
- Basic first aid training would be an advantage; alternatively, a willingness to undergo training is essential.

### **Office Operations**

- Manage visitor registers.
- Coordinate deliveries and courier services.
- Ensure the reception area remains tidy, organised, and presentable at all times.
- Uphold confidentiality.

## **Application process:**

Apply via our online portal: <http://rhenish.link/jobapplication>

**Closing date for Applications: 20 February 2026**

*The school reserves the right not to make the appointment. Only shortlisted candidates will be contacted. Should you not hear from us by 3 March 2026, please accept that your application has not been successful.*