AGGENEYS INTERNATIONAL ACADEMY - NPC

VACANCY
SCHOOL ADMINISTRATIVE ASSISTANT

ABOUT US

Aggeneys International Academy (AIA) is an independent school. We are looking for an organised, reliable and professional administrator to run our front office and support the Principal's office, and examination administration.

JOB OVERVIEW

We are seeking an organized, friendly, and reliable **School Administrative Assistant** to join our front office/support team. The ideal candidate will serve as the first point of contact for students, parents, staff, and visitors, ensuring the smooth and welcoming daily operation of the school office.

KEY RESPONSIBILITIES

- **Front Desk & Reception:** Greet visitors, answer and route phone calls, and manage incoming/outgoing school correspondence.
- **Student & Attendance Support:** Track daily student attendance on SASAMS, record late arrivals/early departures, and assist with student records.
- **Administrative Assistance:** Type documents, maintain filing systems (digital and physical), schedule appointments, and coordinate calendars for school leadership. Act as support to examinations officer with duplicating scripts, sending scripts to IEB/Cambridge in the UK.
- **Communication & Liaison:** Act as a helpful liaison between parents, teachers, administration, and external vendors.
- **Office Logistics:** Manage office supplies inventory, assist with mail distribution, and support special school events or meetings.
- **General support:** Inventory and stationery control, school events, fundraising support, transport arrangements and basic first aid to learners.

REQUIREMENTS & QUALIFICATIONS

- **Education:** High School Diploma or equivalent (higher education or secretarial certification is a plus).
- **Experience:** Minimum of [1–3] years of administrative or clerical experience, preferably within an educational or fast-paced office environment.
- **Technical Skills:** Proficiency and verifiable experience in SA-SAMS (School admin database software), Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- **Interpersonal Skills:** Exceptional communication, discretion, patience, and a professional demeanour when handling sensitive or confidential information.
- **Clearances:** Must pass a background check and relevant child safeguarding/police clearance requirements.

HOW TO APPLY

Interested candidates should submit a **cover letter** and **updated CV/Resume** to principal@aia.school.za or accounts@aia.school.za.

CLOSING DATE: 8 NOVEMBER 2026

Only shortlisted candidates will be contacted. AIA reserves the right not to make an appointment. Applicants may be required to undergo reference, criminal-record and child-protection screening. Candidates who have not been contacted within 30 days of the closing date should consider their applications unsuccessful.

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