

Clapham High School

PO Box 11160
Queenswood
0121



Soutpansberg Road
Queenswood
Pretoria
0186

ADMINISTRATION/PROCUREMENT OFFICER

A dedicated and experienced Administrative, HR, and Finance professional with strong knowledge of school finance operations, Department of Education regulations, and office administration.

Key Responsibilities & Experience:

- HR administration including employment contracts, staff records
- Procurement of all requirements for the school
- Full understanding and administration of school fee exemptions according to Department of Education policies and regulations
- Strong reconciliation skills relating to procurement purchases, supplier accounts, and financial records
- General administration and operational support

Skills & Systems:

- Strong attention to detail and organisational skills
- Excellent communication and administrative abilities
- Proficient in Pastel, MS Excel.
- Ability to work under pressure and meet strict deadlines

A professional with extensive experience in education and finance environments, committed to accuracy, compliance, and efficient administration.

Requirements (minimum)

Grade 12 certificate

Financial diploma

Hand delivered sealed CV addressed to Principal

Closing date 5 June 2026 (10h00a.m.)

Blackview FORT 1
2026-05-26 11:41

