



**Fairmont High School
Secretary/Personal Assistant
(Start date: 1 January 2010)**

Fairmont High School, a top English medium school based in Durbanville requires the services of a School Secretary/Personal Assistant to the Principal as part of our expansion initiative.

The skills and qualifications required for the post include the following:

- Minimum Grade 12 and/or relevant tertiary qualification;
- Computer literate (MS Word, Excel, Power Point, Outlook and Internet)
- School experience would be advantageous;
- A high level of integrity;
- Excellent communication skills, both verbal and written (English and Afrikaans);
- Must be able to function independently and be well-organised; and
- The incumbent will have an eye for detail.

Duties will include general office administration.

Remuneration:

A negotiable remuneration package will be offered considering experience and background. Benefits will adhere to typical benefit structures in place for SGB appointed employees at the school.

Closing date: 15 November 2009

Please send your CV for attention to the Principal:

E-mail: principal@fairmont.co.za.

Telephone: (021) 976-1147 or

Fax: (021) 976-8735.

Please consider your application unsuccessful should you not hear from us. Fairmont High School reserves the right not make an appointment.