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ACADEMIC ASSISTANT POSITION (Fixed Term)

JOB OVERVIEW

- Assist school principals
- Work on Principal Plus D6
- Printing of report cards
- Learner applications and registrations
- Manage cash machine payments
- Complete registers every morning
- Monitor LACs
- Work on Sage portal
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REQUIRED KNOWLEDGE

- Computer skills: MS Office knowledge
- Working knowledge of D6 will be an advantage
- SAMSAMS knowledge will be an advantage

REQUIRED EXPERIENCE AND SKILL

- Administrative experience
- Police clearance certificate
- Planning skills
- Good people skills
- Good communication skills
- Financial background will be an advantage

Please send your application to mponnen@amberfieldcollege.co.za

Closing date: 1 March 2024

All applications meeting the criteria will be contacted for interviews before the 11 March 2024.

Position available from 02 April 2024 until 14 June 2024

If you are not contacted by this date please assume that your application was not successful.

