



RUSTENBURG GIRLS' JUNIOR SCHOOL
MAIN ROAD, RONDEBOSCH 7700
CAPE TOWN

Tel 021 689-1981 Fax 021 686-7106

P.O. Box 556, Rondebosch 7701

**SCHOOL GOVERNING BODY: STAFF VACANCIES
COMMENCEMENT DATE: 1 JANUARY 2023**

GENERAL ASSISTANT

The School Governing Body (SGB) seeks to employ a reliable, hardworking general assistant as part of the school's Support Staff team. The suitable candidate should:

- Work collaboratively within a team
- Be flexible and professional
- Have an energetic, friendly and positive personality
- Be able to work independently and take initiative
- Be able to finish tasks within specified times
- Be able to communicate in English and at least one other South African language

Responsibilities will include:

- Efficiently and effectively maintaining the cleanliness of the school, especially buildings, classrooms and bathrooms
- Work in various areas of the school
- Provide general housekeeping duties
- Prepare and assist with school functions and catering
- Provide support to the foreman

Experience of working in a school environment will be advantageous.

- **Closing date: 24 October 2022**
- **Please complete the following [Application for Employment](#) and email your CV with a short letter of introduction, certified copy of your ID and two contactable referees addressed to the principal c/o staffposts@rgjs.org.za or hand deliver your CV and documents to the school (12 Main Road, Rondebosch, Cape Town)**
- **If you have not heard from us by 18 November 2022, please consider your application unsuccessful.**

Rustenburg Junior School For Girls is committed to providing equal opportunities and practising affirmative action employment.

The school reserves the right not to proceed with the filling of the post. An application in itself does

not entitle the applicant to an interview. Only shortlisted candidates will be contacted.

All applications will be treated in strict confidence.

Under the Protection of Personal Information Act (POPIA), all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately. Our school is committed to ensuring the security and protection of your personal information and to providing a compliant and consistent approach to data protection. The school's Privacy Notice is available on the website, www.rgjs.co.za