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BELLAVISTA
·S·H·A·R·E·
EDUCATION RESOURCE CENTRE

Bellavista School has a need for a dynamic, suitably qualified and experienced Administrator (full time) to support the work of Bellavista S.H.A.R.E.

Bellavista S.H.A.R.E. is the Education Resource Centre of Bellavista School, an independent school in Johannesburg that is widely regarded as a centre of excellence in the field of remedial education. With this initiative, the school harnesses the collective capacity it holds within its own staff to improve the quality of educational delivery in Southern Africa by sharing its wealth of professional knowledge, experience and collective expertise with the community of educators and health professionals working with children in the region. We are seeking an experienced and energetic individual to run all administrative duties and procedures which also involves hosting professional events and liaising between Bellavista S.H.A.R.E., our clients and service providers. This is a full time position, running throughout the full calendar year.

Selection Criteria include:

- Experience as an Administrator essential
- Experience in marketing and willingness to develop graphic design skills in various software systems
- Exceptional organisational and time management skills
- Skilled in the use of Microsoft Office software and database systems
- Excellent English communication skills, both written and oral
- Excellent interpersonal skills including conflict management skills
- Good bookkeeping skills that would assist the Bursar, e.g. requisitions, invoicing
- Practical and logical problem solving ability
- Initiative and confidence to work independently and as part of our dynamic team
- Ability to work under pressure and to strict deadlines
- A flexible, calm nature
- Sense of humour and positive outlook
- A willingness to work overtime, where necessary, as required by S.H.A.R.E. events
- Preparedness to work according to Bellavista School's ethos of diversity and inclusion

Applications, together with a full CV and names and telephone numbers of three contactable references, should be submitted to the email address provided below. Kindly include 'Application for position of S.H.A.R.E. Administrator' in the subject line. *Applications do not necessarily guarantee an interview.*

Closing Date: 09 July 2021

Address: 35 Wingfield Avenue, Birdhaven, Johannesburg

Website: <http://www.bellavista.org.za>

Email: TG@bellavistaschool.co.za