



SAHETI School is an independent, co-educational, English-medium school situated in Bedfordview, Johannesburg.

Applications are invited for the following vacancy:

CARETAKER
Commencement date: August 2018

This role has a wide range of responsibilities requiring an energetic person with a proven track record in managing staff, working with other departments and maintaining cleanliness of facilities and function set-ups.

The following are prerequisites for this position:

- Computer literacy and effective problem solving skills.
- Good interpersonal and communication skills in dealing with staff, pupils, parents, suppliers and the public.
- Ability to co-ordinate and liaise with various service providers.
- Management of budgets set by line manager.
- Overseeing of venue preparation for internal and external school functions.
- Availability to work additional hours when required (which may include weekends)
- Procurement of beverages and cleaning materials.
- Management of cleaning staff.
- Co-ordination of quarterly specialised cleaning programmes.

Applications and a detailed Curriculum Vitae, including the names of two current referees, should be addressed to Warren Manson at wmanson@saheti.co.za

Closing date: 29 June 2018

The school reserves the right not to proceed with the filling of any post. The application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirement of the advertised post will result in applicants disqualifying themselves from consideration automatically. Should an applicant not hear from us by 15 July 2018, it must be assumed that the application was unsuccessful.