



Situated in the heart of the southern suburbs of Cape Town, Michael Oak Waldorf School is a beautiful small school community with children from nursery to matric. Michael Oak seeks to awaken the whole child towards creative responsibility and to develop confident, balanced individuals empowered to work with the challenges of today and tomorrow.

We are seeking candidates for the position of:

SCHOOL COORDINATOR (SENIOR LEADERSHIP ROLE)

Full-time permanent position to begin as soon as possible

This senior leadership role is the school's executive integrator, ensuring alignment across pedagogy, operations, finance, compliance and community engagement and serves as the registered principal with responsibility for statutory compliance and regulatory accountability. They will play an active role in shaping and driving initiatives that promote the school's growth, vitality, sustainability and alignment with Waldorf principles.

Reporting to the Board of Trustees, the School Coordinator leads across operational implementation and works in partnership with the College of Teachers, which holds pedagogical authority, to ensure effective implementation of the school's educational approach; holds the interface between governance and daily school life; and ensures that the school's Waldorf ethos is expressed in a coherent, practical and sustainable way. This is a values-based, collegial leadership role for someone able to work with complexity, guide people with clarity and care, and build alignment across education, governance, finance, operations and community life. The role is supported by a developing leadership structure, including operations, academic and pedagogical leadership roles.

The successful applicant must meet the following criteria:

- Significant (5 – 7 years) leadership experience in education or another complex organisation, with proven experience leading multidisciplinary teams and senior staff
- Evidence of strong people leadership, including accountability for performance management and professional standards across both teaching and operational staff
- High levels of integrity, discretion, emotional maturity and resilience
- Strong judgement, calm decision-making and the ability to build trust across diverse stakeholder groups
- Demonstrated ability to translate strategy into clear operational plans, building a school which has strong enrolment and long-term viability
- Sound understanding of governance and confidence working within delegated authority
- Sound financial literacy and oversight, including the ability to interpret reports, budgets and manage resource implications
- Experience strengthening systems, policies, accountability and organisational coherence
- Strong understanding of accreditation, compliance, regulatory and statutory requirements in South African schooling
- Excellent written and verbal communication skills in English
- Relevant tertiary qualification (including a professional teaching qualification) and current SACE registration

Our preference would be to appoint a person who also has the following skills, attributes and experience:

- Experience as a principal, deputy principal, head of school or equivalent senior leader, preferably within an independent school environment in South Africa
- A postgraduate qualification in leadership, management or education management
- Experience in a Waldorf school or strong interest in learning about Waldorf education
- Ability to lead the implementation of a distinctive pedagogical model without over-centralising authority
- Experience in strategic planning, school improvement or organisational transformation
- Experience working with and providing executive support to Boards, Trustees or Governing bodies

Please fill out this form to apply for this position – [Click Here \(forms.gle/mEQxgQMjyqovvcss5\)](https://forms.gle/mEQxgQMjyqovvcss5)

Closing Date: Sunday 10 May 2026

Michael Oak is committed to transformation. In accordance with our Employment Equity Plan preference shall be given, but not limited to, candidates from designated groups. Only suitably qualified candidates will be considered. If you do not hear from us, please consider your application unsuccessful. Michael Oak reserves the right to not interview for or fill this position. Protection of Personal Information (POPI) disclaimer: Michael Oak is committed to ensuring confidentiality of personal information. Your information will be used for the sole purpose of recruitment and any required statutory reporting. All reasonable measures will be taken to protect the information of applicants. By applying for this position and submitting your personal details and CV, you acknowledge acceptance of this disclaimer.