



The Village Waldorf School

Reg No: 2000/019622/08 PBO No: 930 002 876 EMIS No: 700400189

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School Secretary 2026

The Village Waldorf School is a small Primary School situated in Lyttelton Manor, near Irene, Pretoria is seeking a friendly, organised and professional School Secretary to become the welcoming face of our vibrant school community.

We are looking for someone who enjoys working with people, has excellent administrative and communication skills, and thrives in a busy environment. The successful candidate will play an essential role in the smooth day-to-day running of the school office while supporting staff, parents and learners with warmth and efficiency.

Key Responsibilities

- Managing the school reception and welcoming visitors
- Answering telephone calls and responding to emails
- General administrative duties and record keeping
- Assisting with learner admissions and enrolment administration
- Managing correspondence and school communications
- Ordering office supplies and maintaining office systems
- Supporting school events and fundraising activities
- Assisting the Administrator and teaching staff with administrative tasks
- Maintaining confidentiality and professionalism at all times

Requirements

- Previous administrative or secretarial experience
- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- Computer literacy (Microsoft Office and email)
- Ability to multitask and work independently
- Friendly, professional and approachable manner
- Experience in a school environment will be an advantage.

If you are passionate about education, enjoy working in a close-knit community and would like to contribute to a nurturing learning environment, we would love to hear from you.

Please submit your CV and a short cover letter to E-mail: admin@villagewaldorfschool.org.za

by **15 August 2026**

Only shortlisted candidates will be contacted.

The Village Waldorf, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer."