



## School Administrator Vacancy

**Start date: As soon as possible/January 2023**

TCC is an integrated early childhood development centre and independent primary school in Mitchell's Plain where we strive to help children overcome adversity and become heroes. Here children enjoy thoughtful, innovative education that aims for transformed lives, not just good test scores. In addition, children receive cooked meals, individual attention in small classes and an opportunity to experience safety and belonging.

### Requirements:

- Christian, whose desire is to put God first in all things and who is committed to growing in their walk with Christ. As well as someone who is a part of a church organization.
- Previous school administration experience is an advantage

School administrators are individuals who care about the success of the school, their students, parents, and the community. Schooling is an intricate system, and it typically takes a well-organized, motivated individual to drive beneficial changes within it. Below are some of the skills required;

- Administration skills
- Excellent time management
- Excellent verbal communication skills
- Good computer skills (able to work with various computer programs)
- To be thorough and pay attention to detail
- To be proactive and not reactive
- The ability to work well with others
- The ability to work on your own
- Sensitivity and understanding
- To be flexible and open to change

Please send your CV to [vacancies@trinitychildren.org.za](mailto:vacancies@trinitychildren.org.za)

**Closing date for applications:** once a suitable candidate has been found

### About the organization



Trinity Children's Centre is a Christian school based in Eastridge, Mitchell's Plain. Our mission, with God's help, is to bring life-changing education to these children, so that they can become the heroes who overcome the adversities which threaten their communities.

**Website:** <https://trinitychildren.org.za/>

**Please Note:** Only shortlisted applications will receive a response. In line with POPIA (Protection of Personal Information Act), we will attempt to ensure the confidentiality of all applications. Reasonable measures are in place to protect personal information used in the recruitment and selection process. By submitting your application for this position, you are recognising and accepting this disclaimer