



SANS SOUCI GIRLS' HIGH SCHOOL

Esmé Road, Newlands 7700, Western Cape | Tel: +27 (0) 21 671 7188 | Fax: +27 21 683 4090
P.O. Box 44330, Claremont 7735, Western Cape, South Africa | Email: office@sanssouci.co.za
Website: www.sanssouci.co.za | Facebook: Sans Souci Girls' High School (Official)

Applicants are invited to apply for the following position:

SANS SOUCI GIRLS HIGH SCHOOL VACANCY: SPORTS COACH/ADMINISTRATOR & PHYSICAL EDUCATION VACANCY – Fulltime position. All applications must include a recent comprehensive updated CV and at least 2 recent work references.

Minimum post requirements for appointment:

Applicant must have a matric certificate.

Work experience as a sports coach/sports administrator/Physical Education teacher will be beneficial.

A qualification in sports coaching/administration would be preferred.

Police Clearance Certificate. Competent in speaking Afrikaans and English is a prerequisite.

The following are essential requirements:

Proven qualification in Sports Coaching and Sports Management.

A qualification in physical education and Life Orientation from Grades 8-12

Some experience working in a school sporting environment.

Strong leadership, liaison and communication qualities.

Administrative and report writing skills.

Proficiency in MS Word, Excel and relevant school administrative systems

Inventory and budgetary control and management.

Knowledge of Health and Safety requirements.

A First Aid qualification would be an advantage.

Full job description

- Engage in class teaching, more specifically with regards to Physical Education (PE).
- To exercise learner discipline conducive to teaching and learning.
- To prepare lessons (PE), considering the CAPS curriculum.
- To participate and engage actively with the staff with regard to sports and fundraising.
- Ensure that planning for the next terms extra-mural program, is concluded in the previous term.
- Ensure that all teaching staff is suitably placed and accommodated within the school's extra-mural and co-curricular program. This must be done in conjunction with the SMT.
- Organize and coordinate meetings, related to the extra-mural and co-curricular program of the school.
- Ensure that there is sufficient representation at, sports meetings organized by other schools, organizations and the District.
- Engage in fund-raising efforts where necessary to source much-needed sporting equipment.
- Able to manage a sports budget effectively.
- Ensure that you execute administrative duties, using systems and processes relevant to the school.
- Provide the Principal or any other SMT member with the necessary reports and statistics, directly related to your roles and responsibilities.
- Provide the Principal or his delegated authority with a detailed report on the progress made in terms of all extra- and co-curricular activities, at the end of each term.
- Ensure that all sporting equipment reflects on a Sport Inventory list.

CONTRACT AND BENEFITS:

This is a renewable fixed contract position with the School Governing Body of Sans Souci Girls High School. The school governing body offers a competitive salary.

Due date for receipt of all applications: Friday 01 November 2024 @ 15h00. No late applications will be considered. Expected Start Date: 2025/01/01. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.** Please **ONLY** apply if you meet the job specifications. Please submit CVs to office@sanssouci.co.za