



**St MARY'S**  
Diocesan School for Girls, Kloof

## School Vision

**To be the leading Christian school providing a holistic, values-based education that helps girls build character and equips them to thrive in life.**

**The following position is available at St Mary's DSG, Kloof, KwaZulu-Natal, a progressive and forward-thinking private girls' school.**

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### HIGH SCHOOL BOARDING ASSISTANT

**Date of commencement - 1 March 2025 or by arrangement**

The school has a vacancy available for a Boarding Assistant on a contract basis. This position offers board and lodging for the Boarding Assistant. The successful candidate will be expected to assist with general boarding duties; which include prep, weekend and evening duties, on a rotational basis.

The prospective Boarding Assistant should be 21 years or older. Studying for an undergraduate or postgraduate degree through a recognised tertiary institution is an advantage.

Skills Proficiency:

- ✓ Be proficient in English (spoken and written)
- ✓ Be Computer Literate
- ✓ Be willing to reside in the Boarding House and fulfil Boarding duties as required
- ✓ Be supportive of the Boarding Vision which ensures an appealing, homely environment and the wellbeing of the students.
- ✓ Display qualities of integrity, empathy, responsibility and professionalism
- ✓ Reliability and commitment to duties is essential
- ✓ Pastoral experience i.e. youth work would be an advantage.

Please complete the Application Form which can be found on the school website at [www.stmarysdsg.co.za](http://www.stmarysdsg.co.za) or [download here](#) and email to [reception@stmarysdsg.co.za](mailto:reception@stmarysdsg.co.za). Only electronic applications will be accepted. Shortlisted candidates will be contacted within 2 weeks after the closing date where your CV and relevant supporting documents will be requested. Should you not be contacted after the said date, please consider your application unsuccessful.

**The closing date for applications: Friday, 14 February 2025**

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St Mary's is an equal opportunity employer. The School reserves the right not to make an appointment. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the post will result in the applicants automatically disqualifying themselves from consideration. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register. By submitting your CV and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information, which the School undertakes to process strictly in accordance with the [Section 18 Informed Consent Document](#).