



King David Schools are a network of Jewish day schools offering Pre-Primary through to High School education across four campuses in Johannesburg. Our purpose is to instil Jewish values, deliver exceptional education and inspire a life of purpose



**CLOSING DATE
FOR APPLICATIONS:**
31 OCTOBER 2026

START DATE:
JANUARY 2027

A full curriculum vitae and contact information of two referees should be emailed to **kdcareers@sabje.co.za**. The school reserves the right not to make an appointment. Only short-listed candidates will be interviewed.



South African Board of Jewish Education
ועד הדין והחינוך היהודי בדרום אפריקה

Personal Assistant / Bursar to Head of School Permanent

King David Sandton is seeking a dynamic, innovative and experienced Personal Assistant / Bursar.

The essential qualities, skills and requirements for the position are:

- Previous experience as a Personal Assistant, ideally in a School setting.
- Manage and process the school's financial procurement.
- Manage admissions and applications.
- Assist with the school's marketing and communications activities.
- Strong administrative and front office management skills, including, but not limited to, maintaining accurate and meticulous records.
- Excellent communication, interpersonal, and IT proficiency (MS Office, Canva).
- Adaptable and professional, able to multitask in a fast-paced school environment.
- Build positive relationships with learners and parents.
- Manage calendars, schedules appointments, and coordinate meetings and events (afternoons/evenings).
- Coordinate and assist with the set-up and organisation of school events.
- Act as the point of contact for visitors, staff, and families.
- Serve as central communication point for parents, teachers/staff and visitors.
- Strong organisational skills with the ability to manage multiple tasks and meet deadlines effectively.
- Willingness to embrace the ethos and values of a Jewish Day School.

In line with POPIA (Protection of Personal Information Act), King David 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. King David reserves the right not to make an appointment. Only short-listed candidates will be interviewed.