KING DAVID
SCHOOLS

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



KD Jam Administrator

Part Time

The South African Board of Jewish Education is seeking an enthusiastic, highly organised and efficient Administrator with relevant experience, for this position.

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

- Manage financial administration, including but not limited to invoicing, receipting, and fee follow up.
- Maintain accurate student records and administrative documentation.
- Coordinate lesson scheduling and timetables.
- Manage correspondence with parents, students, and staff.
- Oversee room allocations and daily operational coordination.
- Support the organisation of concerts, performances, and events.
- Assist with general office administration, procurement, and coordination of resources.
- Strong administrative and organisational skills.
- High level of attention to detail and accuracy.
- Ability to manage multiple tasks simultaneously and meet deadlines consistently.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office.
- Ability to work independently and take initiative.
- Experience in an administrative role would be advantageous.
- Ability to work effectively within a school environment and as part of a team.
- Willingness to support the broader functioning of the music department, including events and performances.
- Willingness to embrace the ethos of a Jewish Day School.

CLOSING DATE FOR APPLICATIONS:
13 NOVEMBER 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.

Sabje
South African Board of Jewish Education
ועד החינוך היהודי בדרום אפריקה

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.