



CATHOLIC SCHOOLS' TRUST
GAUTENG & RUSTENBURG

WE'RE HIRING

TRUST OFFICE COORDINATOR

Supporting the Trust Administrative Officer and the Chairperson of the Trust

ABOUT THE TRUST

The Catholic Schools' Trust (CST) is a Public Benefit Organisation established in 2014 to hold custodianship, and in some instances ownership, of Catholic school properties in Gauteng and Rustenburg. The Trust works in partnership with six religious orders and 16 Catholic schools and their Boards, supporting Catholic education as part of the wider Catholic Education network in South Africa.

OVERVIEW OF THE ROLE

We are seeking an organised, discreet and capable Trust Office Coordinator to provide high-level administrative and governance support to the Trust Administrative Officer (TAO) and the Chairperson of the Trust — keeping the Trust office running smoothly so that Trust leadership can focus on schools, principals and strategic priorities.

Location: Brooklyn, Pretoria

Hours: Four days a week, semi-flexible

Reports To: Trust Administrative Officer (TAO), with a governance support line to the Chairperson of the Trust

Employment Type: Permanent, after successful completion of a probation period

Remuneration: Market-related, with certain allowances dependent on final job requirements

Commencement Date: 1 October 2026 at the latest (earlier if the successful candidate's availability allows)

KEY RESPONSIBILITIES

- Manage calendars, correspondence and meeting logistics for the TAO and Chairperson
- Prepare agendas, meeting packs and minutes for Trust and Board meetings
- Maintain governance records, databases and compliance trackers across all Trust schools
- Act as the first point of contact between schools and the Trust office
- Monitor deadlines for financial, safeguarding, policy and compliance documentation
- Coordinate Trust events, workshops and training sessions

REQUIREMENTS

- A relevant qualification in office, business, governance or education administration
- A minimum of 5 years' experience in school, executive, governance or board administration

- Advanced Microsoft Office skills and confidence with cloud-based filing systems
- Exceptional organisation, discretion and written communication skills
- Alignment with the values and ethos of Catholic education
- Own reliable transport and a valid driver's licence

DOCUMENTS REQUIRED

- Letter of application
- Updated CV (maximum 2 pages)
- At least three contactable references
- Certified copies of qualifications

HOW TO APPLY

Interested applicants must combine their letter of application, CV, references and certified copies of qualifications into a single PDF document and email it to chair@cstgr.co.za, quoting "Trust Office Coordinator" in the subject line.

Closing Date: 4 September 2026, whereafter candidates to be interviewed will be contacted.

The Catholic Schools' Trust reserves the right not to fill this position. Only candidates selected for interview will be contacted. Submitting an application does not entitle the applicant to an interview or appointment.

The Catholic Schools' Trust will take all reasonable precautions to protect applicants' personal information in line with the Protection of Personal Information Act (POPIA). Personal information of unsuccessful candidates will be destroyed after 30 days. By submitting your application, you acknowledge and accept this.