



## **ADVERT FOR THE PRINCIPAL's POST**

**CLOSING DATE: 24 September 2021**

St. Francis College is a Catholic school for both boys and girls with boarding facilities situated in the scenic Mariannhill area of KwaZulu Natal, near Pinetown. The school was established in 1909 by Abbot Francis Pfanner. St. Francis has a rich, Christian historical background and prides itself on academic achievements. The school has produced celebrated leaders of note throughout Southern Africa. The school is under the patronage of The Bishop of Mariannhill.

St Francis College invites applications for the post of School Principal with effect from January 2022.

### **MINIMUM REQUIREMENTS:**

#### **Qualification**

Minimum qualification requirement is a recognized four-year (4) degree (NQF level 7) qualification (REQV14) obtained after Grade 12 and appropriate training as an educator.

#### **Experience**

Ten -years (10) teaching experience of which five-years (5) must be at senior management level.

### **Job specifications:**

- Demonstrate strong innovative professional leadership, interpersonal and organisational skills/strategies.
- Understand, identify and fully endorsed into the ethos and vision of the school
- Have sound and innovative curriculum knowledge and management experience
- Be a visionary leader, attract and retain educators of exceptional quality
- Be conversant with the current trends and developments within the educational field particularly in the Department of Basic Education
- Managing resources and coordinating efficient operations
- Maintenance of discipline across the board
- Demonstrate expertise in Human Resource Management
- Demonstrate professionalism beyond school boundaries
- Be familiar with legislation and policies
- Encourage and support Staff development

- Communication skills are essential in order to keep the bond and relationship between learners, educators, parents, hostels and all stakeholders.
- Have willingness to work outside office hours
- Ability to analyse and appraise work performance amongst staff / educators
- Ability to work under pressure
- Maintain balance between academic, cultural, sport and wellness in the school
- Compile quarterly reports and present to the board of governors

**The applicant must submit the following documents:**

- Applicant's Curriculum Vitae not longer than five pages
- Three contactable referees with contact numbers
- A letter of motivation
- Certified copies of SACE registration, academic and professional qualifications and applicants Identity Document
- Affidavit by applicant confirming that he/she has never been convicted of sexual offence/s against a child or colleague, plus a Police Clearance certificate.

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**Applications should be emailed to: [Applications@sfcmschool.co.za](mailto:Applications@sfcmschool.co.za); or posted to: Applications office: St Francis College, P.O BOX 11003, Mariannhill 3624**

*For enquiries please contact:*

- *Ms Wendy Mazibuko on 031 700 2824/ 031 700 0665*

**N.B**

- No late applications will be considered.
- The Bishop together with the Board of Governors reserves the right to withdraw/ amend an advertisement of the post including the right not to fill the post.