



Summerhill School

Summerhill Private School is an extraordinary, environmentally focused, multi-faith independent school situated in Midrand, Gauteng.

We invite applications for the following post:

Principal – College

The Principal of the College will be responsible for all aspects of Summerhill College, and will lead in ensuring an environment of excellence in education and an outstanding holistic educational programme whilst ensuring the well-being and success of its students in a harmonious school environment. The College offers the Independent Examinations Board (IEB) and Cambridge Assessment International Education (CAIE) curricula.

The successful incumbent will play a vital role in leading a highly professional team of educators and will regularly review the education goals and standards of the College. The Principal of the College will be responsible for strategic development and accountability in the operations of the College and will assist the Executive Team in creating a globally competitive, vibrant and thriving school, thus driving forward a high-quality curriculum offering in a safe, happy and positive campus.

The following are amongst the essential requirements for the position:

Duties and Responsibilities:

- Effective timetabling;
- Implementing and evaluating the application of existing policies for all staff;
- Leading and managing all departments of the College in the achievement of set school objectives and targets by ensuring that the school is a high performing entity;
- Managing and conducting performance reviews in accordance with policies and procedures and takes corrective action where necessary;
- Ensuring effective implementation and management of succession plans;
- Identifying critical skills essential for sustainability of service delivery and the development of succession plans;
- Effectively implementing all marketing initiatives to meet the enrolment targets and continuously striving to build and maintain a positive image of the school;
- Conducting interviews with prospective new students and assisting in admission entrance programmes;
- Managing the budget of the school, working with the Executive Team and ensuring cost containment;
- Supervising the effective management of the continuous debt collecting process and enforcing the suspension of students where accounts are in arrears;
- Effectively allocating resources and managing all daily activities of the school;
- Familiar with all relevant compliance regulations and overseeing and enforcing the necessary requirements;
- Identifying all risks and hazards and ensuring precautionary measures are taken prior to the commencement of hazardous operations;

- Assuming overall responsibility for the health, safety and welfare of students, staff and visitors at all times;
- Effectively managing and ensuring legislative compliance in terms of exam entries / registrations.

Competencies/Skills/Requirements:

- Ability to work outside normal working hours of the school to fit in with the requirements of the position;
- Have a track record of improving other people's performance through coaching, building uncommonly strong relationships, developing creative training sessions and sharing feedback;
- Excellent communication and interpersonal skills with staff, students and parents and willingness to engage with students and their families on a personal level to help children in the best way possible;
- Energetic, self-motivated and able to use own initiative;
- Excellent analytical skills;
- Be fully conversant with current trends and developments within educational fields;
- Be an innovative, visionary leader;
- Enthusiastic, assertive and flexible;
- Good organisational and administrative skills;
- A flexible and creative outlook to education;
- Must be a team player and run team building initiatives;
- Sound leadership and management skills;
- Ability to develop organisational structures;
- Financial acumen;
- Computer literacy is imperative.

Qualifications:

- The minimum requirement is a recognised BEd Degree (Honours degree in Education will be advantageous).
- Must be registered with SACE

Experience:

- A minimum of 5 to 10 years of management experience in a Secondary School environment.
- Must have proven experience with the Independent Examinations Board (IEB) curriculum.
- Cambridge Assessment International Education (CAIE) curriculum experience advantageous.

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo (or provide evidence of having undergone) child protection screening, including checks with past employees and criminal records.

The School reserves the right not to proceed with the filling of the post. An application in itself doesn't entitle the applicant to an interview/appointment and failure to meet the minimum requirements of the advertised post will result in applicants disqualifying themselves from consideration automatically.

Original certified copies of your qualifications will have to be presented if your application is successful.

Commencement date: January 2025

Please apply by submitting a covering letter and Curriculum Vitae including 2 contactable referees to cv@summerhill-school.co.za. **NB – please provide email addresses for your referees as well as contact numbers.** Kindly specify the position you are applying for in the subject line.

Website: www.summerhill-school.co.za

Summerhill Private School, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but it will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.