



Advert for secretary

Marvin Park Primary School is seeking a highly organized and professional secretary to join our team.

This role provides comprehensive administrative support to the team, including managing schedules, organizing meetings, handling correspondence, and maintaining records. The ideal candidate will be proactive, detail-oriented, and have excellent communication skills.

Key Responsibilities:

Managing calendars and scheduling appointments, preparing and distributing meeting agendas and minutes, handling incoming and outgoing correspondence, maintaining accurate records and files, and providing general administrative support as needed.

Required Skills and Experience:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to prioritise tasks and work effectively under pressure
- Previous secretarial or administrative experience preferred

To Apply:

Interested candidates are invited to submit their **Curriculum Vitae and cover letter** to the School Governing Secretary

Email address: admin@marvinparkps.com

Location: Marvin Park Primary School, Base Street, Macassar, (Hand delivered)

Contact Information: **021-8572257**

Closing Date: 13 June 2025

Advert: School Social Worker

Job Title: School Social Worker

Location: Marvin Park Primary School

Closing Date: [13 June 2025]

Job Summary:

To provide social work services within the school setting, focusing on the emotional, behavioural, and academic well-being of learners. This includes individual and group counselling, case management, and collaboration with school staff and families to address challenges that may impact student learning and development.

Key Responsibilities:

- Individual Counselling:

Provide one-on-one counselling sessions for students dealing with a range of issues, including emotional distress, academic pressures, behavioural problems, and family challenges.

- Group Counselling:

Facilitate group counselling sessions to address specific needs or concerns within the student population.

- Case Management:

Conduct thorough assessments, develop and implement individualized case plans, and monitor progress for students and families requiring support.

- Collaboration:

Work closely with teachers, administrators, and other school professionals to support student success and well-being.

- Advocacy:

Advocate for students' needs and rights, ensuring access to resources and services.

Referral Services:

Connect students and families with appropriate community resources and services.

Professional Development:

Stay current with best practices in school social work, participate in professional development activities, and contribute to the school's overall social work programming.

Required Qualifications:

- Registered Social Worker with the SACSSP (South African Council for Social Service Professions).
- Bachelor's degree in Social Work.
- Experience working with children and families in a school setting or related field.
- Knowledge of relevant legislation and policies related to child welfare and education.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Commitment to ethical practice and professional standards.

To Apply:

Interested candidates are invited to submit their Curriculum Vitae, cover letter, and supporting documents to the school.

Email address: admin@marvinparkps.com

Contact Information: 021-8572257

Closing date: 13 June 2025