

# Vacancies

Applicants are invited to submit their CV's  
for the following SGB positions



## Lantern School Facilities & Fleet

### Manager:

#### Qualifications:

- ☞ Gr 12 or Equivalent
- ☞ Management Qualification
- ☞ Valid (At least) Code 8 drivers' license
- ☞ At least 5 years' experience in the building & maintenance industry
- ☞ At least 5 years' Management experience
- ☞ Fully bilingual (Eng & Afr)

Working hours: 06:45 to 15:45  
Monday to Friday

## Lantern School Copy Room Administrator:

#### Qualifications:

- ☞ Gr 12 or Equivalent
- ☞ Print/copy room environment experience will be to the candidate's advantage
- ☞ Knowledge of printing equipment and resolve of general issues such as paper jams and cartridge/toner replacement
- ☞ Knowledge of procurement and procedures thereto
- ☞ Valid (At least) Code 8 drivers' license
- ☞ Fully bilingual (Eng & Afr)

Working hours: 06:45 to 15:45 Monday to Friday

## Lantern School Primary School Secretary:

#### Qualifications:

- ☞ Grade 12
- ☞ N6 Administration / Secretarial qualification or equivalent
- ☞ Minimum of five years' experience in administration
- ☞ Experience in school administration and secretarial duties will be to the candidate's advantage
- ☞ Candidates may be required to perform a Microsoft Office and typing assessment
- ☞ Fully bilingual (Eng & Afr)

Working hours: 07:00 to 14:45 on Monday to Friday

**LANTERN**

SCHOOL OF EXCELLENCE  
SKOOL VAN UITNEMENDHEID

**Starting date: 1 January 2022**

**All positions are for a 1 Year contract and are reviewed annually as per the needs and financial position of the School**

**CV's should be sent to [lanternschool@lanternschool.co.za](mailto:lanternschool@lanternschool.co.za)**

**Applications should be clearly marked for the position that you are applying for.**

**Closing date: 8 November 2021**