



FRANKLIN D ROOSEVELT PRIMARY SCHOOL

Mendelssohn Road, Roosevelt Park PO Box 1070, Roosevelt Park, 2129

Acting Principal: JV Tandree Tel: (011) 782 - 6526

www.fdrschoool.co.za Email: 700150482@gdeschools.gov.za

23rd April 2025


The school is seeking the services of an experienced Administration Assistant to assist with administrative tasks. Preferred candidates would have the following attributes:

- Computer literate (Word, Excel, Powerpoint, Outlook)
- Fast and efficient typing skills
- Office administration experience, e.g. filing, photocopying, etc.
- Maintenance of diaries
- Basic Financial skills
- Excellent inter-personal skills
- Independent communication skills

In addition the candidate must be honest and reliable, have no criminal record, have a Police Clearance, have at least two contactable references and must be available immediately.

An acceptable qualification is Gr 10 with between five and ten years experience or Grade 12 with between two and five years experience. CV's with certified ID, qualifications and / or other certificates to be hand delivered to the school, Corner Anton van Wouw St. and Mendelssohn Road, Roosevelt Park.

Closing date for all applications: 7th May 2025


Mrs JV Tandree
Acting Principal


Mr F Otto
Chairperson
School Governing Body