



# ST ANNE'S DIOCESAN COLLEGE

*St Anne's Diocesan College provides an excellent, balanced and globally relevant education in a caring boarding environment from Grade 8 to Grade 12*

Applications are invited for the following post:

## **FULL-TIME SCHOOL SHOP MANAGER** **Commencing 1 August 2018 (or a.s.a.p. thereafter)**

The successful applicant will:

- work closely with the St Anne's Old Girls' Guild.
- identify with the mission of the College.
- have excellent English communication, social and organisational skills.
- have bookkeeping experience and be comfortable with the use of the Pastel Accounting Package.
- be capable of working independently as well as part of a team.
- be responsible for the entire operations of the shop including sales, stock ordering and cash reconciliation.

Applications, including a brief 2 page CV, details of 2 referees and a letter motivating why the applicant should be appointed to the position, are sent to:

**The Chairman**  
**St Anne's Old Girls Guild**  
**Email: [anne@cga.co.za](mailto:anne@cga.co.za)**

**Closing Date: 09:00 Monday, 18 June 2018.**

*Members of staff are expected to support the Christian ethos of the school.*

*The College reserves the right not to proceed with the filling of the posts. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration.*