



ATTERIDGEVILLE

## Receptionist Position Vacant

From January 2026

Atteridgeville Montessori Primary School is seeking a friendly, organised, and professional Receptionist to join our growing team. The ideal candidate will be the welcoming face of our school and ensure smooth daily operations at the front office.

### Key Responsibilities

- Welcoming parents, visitors, and learners with professionalism and warmth
- Handling incoming calls, emails, and general enquiries
- Managing learner attendance registers and visitor logs
- Assisting with administrative tasks, filing, and record-keeping
- Supporting school staff with communication and coordination
- Maintaining a neat and organised reception area

### Requirements:

- Grade 12 / Matric
- Strong communication skills (written & verbal)
- Computer literacy (MS Office essential)
- Previous experience in a school environment or admin role will be an advantage
- Friendly, patient, and professional personality
- Ability to work under pressure and multitask

Please could we ask that a short letter of motivation, together with your CV be emailed to [jobs@atteridgevillemontessori.co.za](mailto:jobs@atteridgevillemontessori.co.za) by **30 January 2026**.

Please also note that if you have not had a response within 2 weeks after the closing date, please consider that your application has not been successful.

Our 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 will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.