



BRIDGE HOUSE

PRE-PRIMARY · PREPARATORY · COLLEGE

www.bridgehouse.org.za

Bridge House is an independent, co-ed day and boarding school situated close to Franschhoek, Stellenbosch and Paarl in the Western Cape. With its emphasis on future-thinking and relevance, Bridge House is a distinctive, vibrant school that embraces innovation and change. The school is seeking to appoint a:

Day Matron (Living Out)

Starting Date: 1 May 2022 (or sooner, if possible)

We are seeking an experienced individual to provide professional, high-quality care for this important position in our senior boys' (Grade 11 & 12) boarding house. Primary duties include: supporting house staff with the day-to-day running of the boys' boarding house and creating a safe, effective and efficient environment for the students.

The successful candidate should have:

- Experience of working with boys in a school boarding environment and the desire to play a key role in the pastoral care of the boarders
- Strong organisational skills
- A driver's licence - own transport is essential
- Adequate computer skills (Microsoft Word and Excel)
- A willingness to work long and flexible hours

Closing date for applications: 25 March 2022

Please forward your *curriculum vitae*, together with a letter of motivation and the names of three contactable referees to appointments@bridgehouse.org.za. Please state the post for which you are applying in the subject line of the email.

Bridge House School is an equal opportunity employer. Failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. An application will not necessarily entitle the applicant to a response, appointment, or interview. Only short-listed applicants will be contacted. Bridge House School reserves the right not to proceed with filling the post. Bridge House, 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 it will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.