



St Mary's

DIOCESAN SCHOOL
FOR GIRLS

ST MARY'S DSG

"When she believes in herself...she will fly"

Established in 1879, St Mary's Diocesan School for Girls is an independent Anglican School situated in Hillcrest Pretoria. The School prides itself on achieving a balance between the spiritual, moral, academic, cultural and physical development of its learners and enjoys an excellent reputation, nationally and internationally. We provide a caring, unique and dynamic educational environment for day scholars from Grade 0 to Grade 12 and boarders from Grade 5 to Grade 12.

St Mary's Diocesan School for Girls in Pretoria is inviting applications for the following position from June 2023:

GRADE C - SECURITY OFFICER

St Mary's DSG seeks to appoint an experienced qualified Security Officer with Grade C, that is dedicated, hardworking and who is willing to work within a disciplined and dynamic team on rotating shifts. All Security Officers follow a Standard Operating Procedure and behave in a professional and ethical manner, at all times, in order to promote the safety and security of the whole school and promote the high standards and reputation of the institution.

Duties and Responsibilities

- Responsible for the access control, safety and security, of all students and staff on the property
- Required to work shifts which include day, night, weekends, school & public holidays

Qualifications and Functional Competencies

- 3 - 5 years' experience as Security officer preferable
- Grade 12 with basic computer skills competency
- Security related qualifications – minimum Grade C Certificate
- Valid PSIRA Registration & Police Clearance (including SOR & CP register clearance)
- Physically Fit
- Proven experience in access control systems, patrolling, radio communications.
- Previous school security experience advantageous.
- Punctual, well-disciplined with good organizational and time management skills;
- Fluency in English
- Excellent communication and interpersonal skills;
- Ability to work independently and a willingness to contribute to a dynamic team;
- Willing to support, promote and work within the Anglican ethos of the School.

Please clearly mark the position you are applying for and forward your CV to recruitment@stmarys.pta.school.za. No application will be considered after the closing date. St Mary's Diocesan School for Girls reserves the right not to fill the advertised positions. Only short-listed candidates will be contacted. If you had not heard from us in 2 weeks, your application will have been unsuccessful. An application in itself does not guarantee an interview. St Mary's Diocesan School for Girls is an Equal Opportunity Employer and is committed to equality, employment equity and diversity.

St Mary's Diocesan School for Girls, 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.

CLOSING DATE: 22 May 2023