

Debtors clerk

At Westerford, we pursue a culture of diversity and shared belonging with an ongoing commitment to transformation. We are committed to a holistic education that leads our learners towards excellence, and inspires socially-conscious, ethical and resilient individuals who contribute meaningfully to society.

Applications are invited for a highly skilled:

DEBTORS CLERK

Position is available from March 2025

Qualifications / Skills / Abilities the ideal candidate should have:

- A minimum of 2 years' experienced in a similar post
- Computer literacy - preferably experience on Pastel Accounting and Debit Order systems

The nominated applicant will enjoy the stimulation of working with an organised, well-established team in a rewarding environment in one of the top state schools in the country.

Email a short CV, covering letter and details of three references to: The Principal, Westerford High School at admin@westerford.co.za

Closing date is January 10th, 2025

As part of its Diversity, Inclusion and Transformation mission, Westerford High School is committed to excellence, diversity and redress.

All applications will be treated in strict confidence.

The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview.

Under the Protection of Personal Information Act (POPIA) which came into effect on 1 July 2021, all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately, by applying specific principles and conditions.

Our school is committed to ensuring the security and protection of your personal information and to provide a compliant and consistent approach to data protection.

Westerford High School is situated at 220 Main Rd, cnr Main and Mount Road (Entrance in Mount Rd), Rondebosch, Cape Town, 7700