



CHRISTIAN LEGACY ACADEMY

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South Africa

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Registration No:
2026/396455/08

Job advertisement

POSITION: School Administrator

Start date: 1 Jan 2027

EMPLOYER: Christian Legacy Academy

Salary: From R7K

LOCATION: Menlyn, Pretoria, South Africa

Ref: CLASA001

POSTED: 27 July 2026

CLOSING DATE: 10 August 2026

Christian Legacy Academy is an Independent School starting from Grade RRR – 12, situated in Menlyn Glen Manor Office Park in the East of Pretoria. We hold an unwavering commitment to the Truth, Knowledge, Beliefs, Principles and Standards of Jesus Christ. We strive to create a balanced environment where learners can grow in knowledge, character, talent and faith.

We are currently inviting applicants for the following post:

Number of Posts	1	Rank	Non-teaching staff
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Responsibilities and duties

- To provide a first point of contact for all visitors and callers to the school, responding to enquiries or referring to the appropriate member(s) of staff,
- To maintain Christian Legacy Academy D6 Sticitt Connect messaging system for staff and manage the school diary,
- To deal with and distribute all incoming post and email enquiries,
- To maintain accurate systems for pupil & staff registration & emergency records and ensure records are up to date using the Grow Giraffe App,
- To administer payments, receive income, safely store & keep accurate records of daily cash/petty cash using the Grow Giraffe App,
- To administer payments, receive income, safely store & keep accurate records of daily cash/petty cash / dinner money / pocket money transactions.

Qualifications/Requirements required

- **2+ years' experience in administration (School based experience will be an advantage)**
- **Ability to work independently and as part of a team.**
- **Strong attention to detail and a commitment to quality work.**
- **Good communication skills.**

To apply, please submit:

1) Your CV, all attachments, including at least 3 contactable references, to **info@christianlegacyacademy.co.za** 2. Use the correct **post level reference** in your email-subject