School Operations Coordinator (Bedfordview)

Role description & application process

Join our team and help us build learning **communities** that thrive.

Same-old education? No thank you. We want more, and so we do things differently at Thrive.ed. Our vision is to develop learning communities that equip our students, teachers and parents to thrive.

Individuals that thrive build and maintain meaningful relationships with others. They are deeply connected to the world, to nature and to themselves. They make a meaningful contribution to the world, reach their full potential, and have good habits that lead to a balanced and resilient life.

At present we serve more than 1,600 learners across three learning communities in Gauteng (Broadacres, Chartwell & Honeydew). Over time we expect these communities to grow to more than 2,500 students. We are also hard at work to secure new campus opportunities in Gauteng, KZN and the Western Cape.

We are looking for a School Operations Coordinator to help start-up our new campus in Bedfordview.

Sounds like an opportunity you wish to pursue? If so, read on to find out more.

JOB DESCRIPTION

Introduction

We aim to provide an education to thrive, for all. Research indicates that educational outcomes increase when school leadership is released from operational responsibilities to focus on educational delivery. Our TESS function is key in supporting our school executive head to focus on education in delivering this vision.

We seek an ambitious and dynamic School Operations Coordinator to help shape and reach our vision for our new learning community in Bedfordview. A successful candidate will be responsible for supporting the Head of School and Operations Manager to ensure the efficient operation of all academic and extra-mural activities, events and processes. Also responsible for managing and implementing the admissions process and education systems.

Job title	School Operations Coordinator
Accountable to	Reporting to the Operations Manager as well as an indirect reporting line to the Head of School
Team	School Administrative Coordinator

Area	Objective	Key result
Academic and co-curricular	Support Head of School to ensure efficient operation of academic and co-curricular activities	Responsible for: • Examination seating arrangements and venue set up • Distribution of IEB documentation (circulars and SAGS) • NSC candidate entries ; confirmation of concessions; concession reader/scribes/venues • NSC portal and IEB lock and key maintenance; tracking of examination bags through GPRS
Finance	Supporting the Operations Manager to ensure efficient procurement and inventory management	Support the operations manager with procurement and inventory management, including: • Procurement of educational supplies in line with budget (e.g. teacher stationery and annual student classroom stationery)Inventory management of all educational supplies • Maintaining equipment, textbook and supply inventories
Events management, catering and transport	Ensure excellent marketing and management of internal events, fields trips, catering and transport	Responsible for: • Organising and managing school events (internal – learners, parents, staff functions) • Marketing of school events (internal – learners, parents, staff functions) • Arranging school services (school photos, etc.) • Karri app event setup and management • Overseeing bookings: hall, bus, meeting rooms • Catering: overseeing all food and cafeteria • activities • Bus: overseeing student transportation programme (where applicable) • Managing all school events and functions (e.g. camps, prizegiving, functions, dances, field trips, interhouse events) • Supporting the principal and executive head with school communication
Staff development	Support Head of School in staff development and wellness	Support the Head of Schools and Operation Manager with staff development and wellness where required, including: • Staff professional development (e.g. organisation of training materials, training providers etc.) • Overseeing staff wellness and care including birthdays, special days, bereavement etc. • SACE point management

Area	Objective	Key result
Communications	Ensure efficient parent communication through school app	• Responsible for all parent communications via the school app as well as managing the school app • Compile newsletters • Calendar and year plan distribution • Support principal and executive with all school • communication (to parents and overall)
Risk, legal, compliance	Ensuring legal and regulatory compliance and accreditation management	Responsible for legal and regulatory compliance and accreditation management, including, inter alia: • IEB, ISASA, Umalusi compliance • NSC compliance • SACE compliance • POPIA compliance • Governmental reporting • Monthly OHS meeting attendance
Admissions	Manage end-to-end enrolments process from enquiry to enrolment in order to maximise annual learner numbers	• Oversee implementation of end-to-end admissions process - from enquiry to contract signing to on-boarding and off-boarding • Lead management and chanelling of enquiries to school • Sets up and maintains online application platform (annually) • Attending to all student enrolments from enquiries to admission • Parent and student liason and communications: Receive enquiries and manage regular feedback to parents until first day onboarding • Tracking of all information admissions information on the Admissions system, from enquiry to conversion to an admission including reasons why application, declined or enquiry not converted • Doing TPN credit checks on all new applicants • Waiting list management • Managing scholastic assessments and tours • Management of electronic parent agreements • Issuing of welcome packs • Placing students into relevant classes, sports houses and tutor groups • Maintaining student database and files with all required supporting documentation • Communicating new students to Accounts (TESS) for invoicing • Track all information relating to leavers and terminations on the Admissions system including detail reasons • Provide weekly feedback report to Executive Head and Marketing on status of enrolments (number of enquiries, tours, applications, admissions, leavers, terminations etc.)

Area	Objective	Key result
Systems	Manage world-class administrative systems and maintain accurate record-keeping	Manage end-to-end education system (Engage/Ed-Admin Administrative System) • Ensure effective setup and maintenance of the system • Ensure on-boarding of all staff to system • Ensure that all end-to-end record-keeping and communications are on the system (and not on alternative platforms) • System reporting ito educational requirements e.g. SASAMS • Implement staff training on the system where required • Classlist maintenance • Communication with parents and teachers • Supporting school timetabling administration • Annual roll-over of students • Maintain staff and student attendance records • Maintain records and necessary reports for efficient operation and compliance with laws and regulations • Manage school communications app

EMPLOYMENT DETAILS

Experience and skills required (technical)	• A minimum of 5 years' experience at school administration and operations • Demonstrated skills in using and creating systems and processes for efficiency and effectiveness • Demonstrated IT skills (MS Office) • Previous experience in the education sector advantageous
Attributes (non-technical)	• Strong people skills • Excellent organizational and time management abilities • Positive attitude and strong interpersonal skills • Attention to detail with a strong focus on execution • A committed team player with good communication skills • Takes initiative
Other	• Culture and values fit • Team fit
Remuneration	Market-related and dependent on the strength of the candidate (e.g., experience, qualifications, etc.).
Location	Based at our new Bedfordview campus being developed in 2025 and opening in January 2026.
Qualifications	• Matric certificate • Relevant degree (e.g. B.Eng., B.Com, B.Sc. IT)
Start Date	15 January 2025

HOW TO APPLY

Step 1: Apply by filling in the online form at **this link.**

You will be required to attach your full CV, as well as any written references you may have (written references are optional).

Please note this is a relatively extensive application form; you should set aside some time to consider several questions closely (at least 20 minutes).

All applications will be screened for the use of AI tools, and if AI-use is detected, will not be considered.

Step 2: Once we have reviewed your application, we may contact you to schedule an interview. You may be required to demonstrate your skills in a practical setting.

Please note – only candidates who apply using the online form above will be considered.

We regret we cannot respond to unsuccessful candidates.