



Uplands

"Today's thinking child is tomorrow's achiever"

Locum Personal Assistant: Pre-Preparatory and Preparatory Heads (Fixed-Term Maternity Cover)

Uplands is a forward-thinking, innovative co-educational independent school located on a 110-hectare Estate in White River, Mpumalanga, that is committed to providing quality education to day- and boarding scholars from Grade 0000 to 12.

Uplands School is a member of the Independent Schools Association of Southern Africa (ISASA) and the Anglican Board of Education of South Africa (ABESA) and offers examinations set by the Independent Examination Board (IEB).

Uplands seeks to appoint a highly organised, professional and proactive Locum Personal Assistant to provide administrative and operational support to the Heads of the Pre-Preparatory and Preparatory Schools during a period of maternity leave.

The successful applicant will:

- Possess a post Matric Qualification in Office Management and/or Secretarial Administration.
- Have more than 3 years' experience in a similar role, preferably in a school environment.
- Uphold the vision, values and aims of the school and actively contribute to its development.
- Work effectively in a school office setting characterised by frequent direct and indirect interruptions.
- Maintain the Head's calendar and organise and/or attend meetings.
- Take minutes of meetings and publish these minutes in a timely fashion.
- Screen phone calls, enquiries and requests and handle them when appropriate.
- Have experience in using data bases, preferably school's databases.
- Work in collaboration with the Admissions Office in arranging and facilitating tours for families interested in joining the school.
- Be well written and spoken in the English language.
- Be mature, empathetic and professional in dealing with pupils, staff and parents.
- Possess integrity and recognise and maintain confidentiality.
- Be punctual, dependable and trustworthy.

Commencement date: 01 January 2027

Duration: 01 January 2027 – 27 March 2027

All applications will be handled in the strictest confidence. Qualified candidates are requested to apply by submitting a CV not exceeding three pages and the contact details of two referees to [Locum PA Application Form](#)

Uplands is an equal opportunities employer. Submission of a CV does not automatically entitle the applicant to an interview. Only short-listed applicants will be contacted and Uplands reserves the right not to make an appointment. Should you not have received a response from Uplands within two weeks following the closing date, please consider your application unsuccessful.

Closing date: 14 October 2026

Uplands, 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.

