



DISCIMUS UT SERVIAMUS

PINEHURST PRIMARY SCHOOL

Achieving excellence in a value-based community

Sports Administrator, Coach & Physical Education Teacher (Governing Body post)

Pinehurst Primary (the 'Green School') is a leading co-educational state primary school situated in Pinelands, Cape Town. We are looking to appoint a dynamic person to work within our sporting development team with the Sports Director.

Commencement date January 2025 or soonest (negotiable).

Requirements:

- Tertiary training, appropriate knowledge and experience in coaching across a variety of sporting codes and age groups
- Tertiary training, appropriate knowledge and experience in conducting physical education lessons, assessments and lesson planning / preparation
- Tertiary training, appropriate knowledge and experience in performing sports administration
- Appropriate knowledge and experience in event management
- Good planning and organisational skills with ability to manage time efficiently in order to meet deadlines
- Sound interpersonal skills with proven ability to work within a team environment, manage situations of conflict and deal with discipline constructively
- Proven computer skills and strong administration skills
- Professional Driving Permit (PDP license) advantageous

Please send the following by **24 November 2024**:

Cover letter; CV with relevant information: personal qualifications, work experience; recently certified copies of qualification(s) and two contactable references.

Address your application to:

Brendan Carroll, Pinehurst Primary School, Rhone Road, Pinelands, 7405.

Email: brecar@phps.org.za

If you have not heard from us by 29 November 2024, please consider your application unsuccessful.

Pinehurst reserves the right not to make an appointment if no suitable candidates are found. Successful candidates will need a SAPS clearance certificate prior to employment.

Note: In line with POPIA (Protection of Personal Information Act), all reasonable measures will be in place to protect personal information of applicants. The information will be used in the recruitment, selection and reporting process and by submitting your application for this position, you are recognising and accepting this.