



FULL-TIME, PERMANENT ADMINISTRATIVE VACANCY: MARKETING AND SOCIAL MEDIA ASSISTANT

Pietermaritzburg Girls' High School is a leading school for girls, which provides education from Grade 8 to Grade 12. The school has consistently been rated as one of the Top 25 Government Schools within South Africa. The school was founded in 1920 and continues to provide an outstanding education for young women in the academic, cultural and sporting fields.

As a school, our mission is to promote human dignity and equal opportunity, the maximum freedom of the individual within the context of the maximum good for all, excellence according to the talent and interest of each person, a sound set of values, service, a respect for community and environment, a commitment to the search for truth, the acquisition of knowledge and the development of skills.

Position Overview

This full-time position reports to the Head of Marketing, and is centered around supporting the social media and marketing functions of the school, ensuring a cohesive and engaging online presence across various platforms. A key objective is to actively work with a wide range of staff and girls to tell the wider "GHS story" creatively using engaging media content. The position also encompasses responsibilities related to recruitment, brand management, communication, and administrative support. We seek a suitably qualified individual who is passionate about enhancing the school's outreach and impact. The role will require the incumbent to work outside of school hours including weekends, evenings and during school holidays as required.

Key Responsibilities

Social Media Management:

- Monitor and manage the school's social media accounts including Facebook, Instagram, LinkedIn, and TikTok, creating and curating content to enhance engagement and visibility.
- Capture and edit photos and videos of school activities for social media and promotional materials.

Branding and Media:

- Design relevant graphics content including event programmes, brochures, booklets, invitations, certificates, announcements and other templates using CANVA.
- Management of the school branding and oversight and co-ordination of branding setup for all school events and functions.

Communications Support:

- Ensure all internal and external communications align with the school's corporate identity and brand guidelines.

PIETERMARITZBURG GIRLS' HIGH SCHOOL

Tel: 033 386 9271 | admin@ghspmb.co.za | www.ghspmb.co.za

186 Alexandra Road, Scottsville, Pietermaritzburg, 3201 | Private Bag X5, Scottsville, 3201

**Communications Support cont.:**

- Assist with collecting and collating content for various school publications including the school magazine and newsletter.
- Support updates and maintenance of the school website and the GHS App to ensure content remains current and user-friendly.

Event Coordination:

- Assist in organising events such as Open Day, Reunion Day and school tours, including logistics and setup.
- Provide support for recruitment-related activities on and off campus.

Mentorship and Training:

- Guide and mentor marketing society members in their roles to ensure they contribute effectively to the school's objectives.

Administrative Support:

- Provide general administrative assistance to the Head of Marketing as needed.

Necessary qualifications and skills would include:

- A relevant Bachelor's degree or equivalent.
- Strong communication and interpersonal skills, including competency in writing subject content.
- A high level of proficiency in managing social media platforms and content creation tools, including digital advertising and social media campaigns.
- Proficiency in Canva and design.
- Proficiency in photography and videography as well as video editing.
- Ability to work collaboratively within a team.
- Organizational skills and attention to detail, the ability to multitask, and good project management and planning skills.
- Familiarity with website management is a plus.

This role offers a dynamic opportunity to engage with girls and staff, as well as the wider school community.

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All GHS staff are expected to:

- Perform all of their duties with integrity and diligence.
- Project a professional demeanour and appearance at all times.
- Develop positive relationships with members of the GHS school community, which includes parents, learners and colleagues.
- Support and uphold the ethos of the school as contained in the Mission Statement.

Interested applicants are invited to submit a CV of no more than four typed pages indicating qualifications, previous work experience and at least two traceable references to:

The HR Manager at recruitment@ghspmb.co.za

CLOSING DATE FOR APPLICATIONS: 25 OCTOBER 2026

Pietermaritzburg Girls' High School reserves the right not to fill this position.

If you have not been contacted by the school within two weeks of the closing date, please consider your application to have been unsuccessful.

Pietermaritzburg Girls' High School is an Equal Opportunity Employer.

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