

**The Glen High School – Pretoria East**

**Vacancy: 4 Educator Assistants**



The School Governing Body (SGB) of The Glen High School invites applications for the following vacant posts:

- Educator Assistant (4 posts)

**Job Description:**

As an Educator Assistant, you will support educators in the classroom to enhance the learning experience of students. Your role will include assisting with lesson preparation, supporting learners with academic and social development, supervising learners, and helping create a safe and positive learning environment.

**Requirements:**

- A Grade 12 (Matric) certificate.
- Previous experience working with children in an educational or support role will be an advantage.
- Good communication and interpersonal skills.
- Ability to work collaboratively with teachers, learners, and parents.
- Patience, empathy, and adaptability when working with learners.
- Strong organizational skills and reliability.

**Salary:** R5000.00 per month

**Application Instructions:**

1. Complete the attached application form and cover letter.
2. Submit your CV, qualifications, Matric certificate, and any other relevant diplomas/certificates (certified within the last six months).
3. Submit your application to the receptionist at The Glen High School or email it to:  
**[hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za)**

**Closing date for applications: 30 April 2026 at 08h00.** No late applications will be considered.

Failure to provide evidence of **all** required qualifications may disqualify applicants.

**Should an applicant not receive any feedback from the school by 29 May 2026, please accept that the application was unsuccessful.**

The Board of Governors of The Glen High School reserves the right not to make an appointment. Submission of an application does not guarantee an interview or appointment.

For enquiries, please contact **Ms P. Kgoelenya** at **[hr@theglenhighschool.co.za](mailto:hr@theglenhighschool.co.za)** or **012 348 8625**.



# The Glen High School

## APPLICATION FOR SGB POSITIONS

### 1. PARTICULARS OF ADVERTISED POST

Position applied for:	
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### 2. PERSONAL PARTICULARS

SURNAME:					
NAME(S):					
ID NO.:					
GENDER: (Male/Female/Other)	Male		Female		
RACIAL GROUP (For Employment Equity and Statistical Purpose)	African	Coloured	Indian	White	
Do you have a disability?	Yes		No		
Are you a South African citizen?	Yes		No		
Do you have a WORK permit/PERMANENT residence permit?	Yes	No	If yes, Permit Number/ID		
Have you been convicted of a criminal offence? (x) (If yes, attach clearance letter)	Yes		No		
Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)	Yes		No		
Have you been convicted in line with the Sexual Offences and Related Act case?	Yes		No		

### 3. CONTACT DETAILS

Contact number: (    )	Alternative contact number: (    )	
Postal Address:	Postal code:	
Physical Address:	Fax number:	
Cellphone Number:	E-mail Address:	
Name and Contact details for next of Kin:	Relationship:	

### 4. LANGUAGES

<b>LANGUAGES</b> (specify)	<b>(example)</b> <b>English</b>					
Speak	<b>X</b>					
Write	<b>X</b>					
Read	<b>X</b>					
Teach	<b>X</b>					

### 5. QUALIFICATIONS

School/University/College	Qualification(s)	Subjects/Majors/Specialisation	

### 6. ADDITIONAL CERTIFICATES OF OTHER COURSES ATTENDED

Name of course	Service provider/Institution	Duration of course
1.		
2.		
3.		

### 7. SKILLS: (e.g. MANAGEMENT OR LEADERSHIP)

1.
2.
3.
4.

**8. EXPERIENCE**

**a) CURRENT POSITION OF EMPLOYMENT)**

Institution	Position held at current institution			Exact Dates in Current Post	TOTAL	
					FROM (M/Y)	YEARS MONTHS

**b) PREVIOUS EMPLOYMENT**

Institution	Position held at Previous Institution			Exact Dates		TOTAL	
				FROM (M/Y)	TO (M/Y)	YEARS	MONTHS

**10. REFERENCES**

NAME	CONTACT DETAILS	RELATIONSHIP
1.		
2.		
3.		

**DECLARATION:** I declare that the above information provided (including any attachments) is true and correct. I understand that any false or incorrect information could lead to my application being eliminated and me being discharged on account of misconduct if appointed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE