

2026 VACANCY

PRIVATSCHULE
SWAKOPMUND



HIGH SCHOOL SECRETARY

Private School Swakopmund (PSS) is an integrated and innovative institution which caters for teaching and learning in smaller groups. As an international Cambridge school, we are home to a diverse community of students, families and staff.

We are looking for a friendly, well-organised and dependable **High School Secretary** to manage the day-to-day administration of our High School office. Working closely with the **Head of High School** and the teaching team, you will keep our communication flowing and our records accurate – and you will often be the first person our students, parents and visitors meet.

Key Responsibilities:

Front Office & Communication

- Serve as the welcoming first point of contact of the High School office, handling reception, telephone and e-mail enquiries with professionalism and warmth.
- Coordinate effective day-to-day communication between management, staff, parents and students.

Student & Records Administration

- Maintain accurate and confidential student records, including the student database and daily attendance.
- Manage filing, document management and general record keeping, including school assets.

Office & Finance Administration

- Provide administrative and clerical support to the Head of High School and the High School team.
- Administer petty cash and reconcile income from major school functions.
- Support the daily operational logistics and smooth running of the High School.

Communications & Branding

- Assist with the creation and distribution of school communications and promotional materials (print and digital), including website content.
- Help maintain the school's corporate identity and branding standards, including uniform management.

Skills and Experience:

- Grade 12 / Matric school leaving certificate, PLUS a tertiary qualification such as teaching or Business Administration and/or Marketing.
- Preferably 3-5 years of Personal Assistant or secretarial or office administrative experience; experience in a school environment would be a distinct advantage.
- Excellent spoken and written English and German; Afrikaans is an additional advantage.
- Confident use of MS Office (Word, Excel, Outlook); familiarity with Canva is an advantage.
- Well organised and accurate, with absolute discretion in handling confidential information.
- Calm and dependable under pressure, particularly during peak periods such as examinations.
- A warm, service-minded approach and genuine enjoyment of daily contact with young people, parents and teachers in an international school community.
- A valid driver's licence and own vehicle; resident in Swakopmund.
- A valid First Aid qualification is an advantage.

What we offer:

The Private School Swakopmund offers a pleasant working environment and a competitive salary with the benefit of a Provident Fund and Medical Aid included.

If you are dependable, well organised and enjoy contributing to a positive school environment, you are invited to submit your complete application together with references, certified copies of certificates, and proof of residence status (Namibian citizenship / permanent residence and work permit for Namibia) by e-mail only.

Application due date: 14 August 2026
Start date: At the earliest date thereafter.

Private School Swakopmund
PO Box 4053, Vineta, Swakopmund
www.pss.com.na

E-Mail: vacancies@pss.com.na

Only shortlisted candidates will be contacted.



Cambridge Assessment
International Education

Cambridge International School

