

We Are Hiring!



We're looking for a: **DEBT COLLECTOR**



POSITION OUTLINE

- ✓ To recover outstanding school fees in a professional, ethical, and lawful manner.
- ✓ Improve the school's cash flow, maintain positive relationships with parents.
- ✓ Ensure compliance with the South African Schools Act, the school's Credit Control Policy, and the Protection of Personal Information Act (POPIA).
- ✓ Contact parents regarding overdue school fee accounts.
- ✓ Maintain professional and respectful communication.
- ✓ Update debtor records daily.
- ✓ Provide weekly and monthly reports.
- ✓ This position has a **minimum basic salary + commission**.



QUALIFICATIONS / SKILL

- ✓ Grade 12 (Matric)
- ✓ Administration, or related field (advantageous)
- ✓ Clear Criminal Record
- ✓ Minimum 2 years' experience in debt collection or credit control.
- ✓ Experience with school fee collections will be advantageous.
- ✓ Experience using accounting or debtor management systems.



CLOSING DATE: 07 August 2026

APPLY NOW!



recruitment@greensidehigh.co.za

The School reserves the right not to make an appointment and an application will not in itself entitle the applicant to an interview or appointment. Failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short listed candidates will be contacted. If you have not heard from The School within two weeks of the closing date, consider your application unsuccessful.

Greenside High School, 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 that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.



INDIVIDUALITY



THROUGH

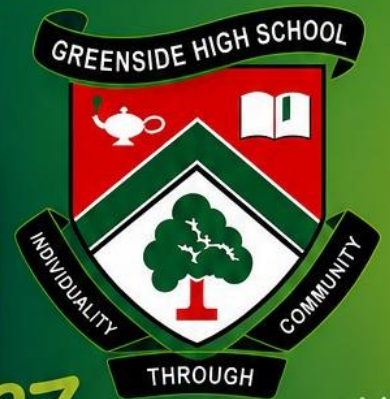


COMMUNITY

Excellence in all we do.

WE ARE HIRING!

for 2027



School Employed Position: **Afrikaans PL 1 Educator** Grade 8–12



POSITION OUTLINE

- ✓ To engage in class teaching, including the academic, administrative, educational and disciplinary aspects.
- ✓ To organise extra and co-curricular activities so as to ensure that the education of the learners are promoted in a well-balanced, holistic manner.



QUALIFICATIONS/SKILL

- ✓ Relevant Diploma/Degree
- ✓ 3–5 Years Teaching Experience
- ✓ Police Clearance
- ✓ SACE Certified
- ✓ Matric teaching experience
- ✓ Computer literate



CLOSING DATE:
25 AUGUST 2026



APPLY NOW!

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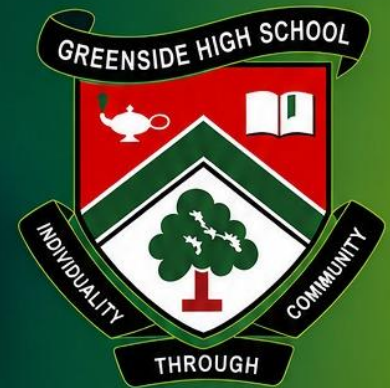


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WE ARE HIRING! for 2027



School Employed Position: English PL 1 Educator Grade 8-12



POSITION OUTLINE

- ✓ To engage in class teaching, including the academic, administrative, educational and disciplinary aspects.
- ✓ To organise extra and co-curricular activities so as to ensure that the education of the learners are promoted in a well- balanced, holistic manner.



QUALIFICATIONS/SKILL

- ✓ Relevant Diploma/Degree
- ✓ 3-5 Years Teaching Experience
- ✓ Police Clearance
- ✓ SACE Certified
- ✓ Matric teaching experience
- ✓ Computer literate



CLOSING DATE:
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WE ARE HIRING! FOR 2027



SCHOOL EMPLOYED POSITION

We're looking for an:

English Subject Head

The successful candidate will be responsible for the management of the English Department.



POSITION OUTLINE

- ✓ Subject oversight ensuring compliance with the CAPS curriculum standards
- ✓ Quality assurance of planning and assessments.
- ✓ Active monitoring of curriculum coverage and quality of teaching and learning
- ✓ Moderation and feedback at all levels of assessment
- ✓ Matric marking experience in at least two papers (Teacher Moderator experience is a bonus)
- ✓ Mentorship and appraisal of department members
- ✓ Management of department resources and LTSM
- ✓ Extra and co-curricular involvement according to the needs of the school
- ✓ Pastoral duties according to the needs of the school



QUALIFICATIONS/SKILL

- ✓ Relevant Diploma/Degree
- ✓ 3–5 Years Teaching Experience
- ✓ Police Clearance
- ✓ SACE Certified
- ✓ Matric teaching experience
- ✓ Computer literate
- ✓ Matric marking/moderation experience
- ✓ Superior command of the English Language



Apply Now!



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