



SGB POST

DEPARTMENTAL HEAD: EXTRA-CURRICULAR ACTIVITIES

Expected start date: 1 April 2026

Constantia Kloof Primary School invites suitably qualified and motivated candidates to apply for the position of Departmental Head: Extra-Curricular Activities. This is a senior management-level role which requires leading all aspects of the school's extra-curricular programs, as well as other key management responsibilities in the school. It is a full-time, high-pressure role that requires working after hours (league fixtures), on weekends (sports days), and during school holidays (tours).

Qualifications:

A recognised teaching qualification or a Degree/Diploma in Sports Management or Sports Science.

Experience:

At least 3 to 5 years of experience in a similar role, leading teams.

Compliance:

Permanent SACE registration, PDP Endorsement, Police Clearance and Sexual Offenders Clearance.

Core Responsibilities:

Strategic Leadership: Leading and overseeing the entire extra-curricular sports program across the school (Grade R to Grade 7), working in conjunction with the Head of Culture.

Operational Management: Managing the sports calendar, co-ordinating fixtures, organising sports days, and overseeing transport and First Aid and security for events. Evacuation drills on a quarterly basis.

Staff Oversight: Supervising coaches, managing coach registers, and ensuring high-quality coaching standards.

Teaching responsibilities: Teaching and assessing Physical Education.

Administrative Duties: Managing school stock control & equipment, ensuring tidiness of storage, checking timesheets, and ensuring safety compliance. Ensuring compliance with GDE policies and school procedures.

Communication: Effective communication skills and acting as a liaison between the school, coaches, parents, and learners.

Skills:

Strong interpersonal skills, computer literacy, ability to manage budgets and events.

Proven experience in managing school sport and/or cultural programmes, sound knowledge of health, safety, and risk management in a school environment. The ability to coach across multiple sporting codes.

All interested candidates must hand deliver their application to Mrs. Debby Schenck (between 08:00 and 14:00) in a clearly marked envelope as follows:

DH: EXTRA-CURRICULAR ACTIVITIES

ATTENTION: The Principal

The following must form part of the application:

- Curriculum Vitae with references
- Certified copies of ID and SACE Registration
- Certified copies of Qualifications and Courses
- Police Clearance and Sexual Offenders Clearance

Closing Date for Applications: Friday, 20 February 2026 @ 14:00