

Michaelhouse Vacancy



MICHAELHOUSE

DEPUTY RECTOR: PUPILS

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

We invite suitably experienced candidates to apply for the role of Deputy Rector: Pupils commencing in January 2026 or as soon as possible thereafter. The Deputy Rector: Pupils is responsible for the overall logistics, administration and coordination of the activities and behaviour of boys. Additionally, the role has oversight of Co-curricular activities, the Sanatorium, Health & Safety and related responsibilities.

RESPONSIBILITIES (include, but are not limited to):

- Teach academic subjects to the boys so that the requirements of the curriculum are met, and the high academic standards of Michaelhouse are maintained.
- Plan, monitor and control the operational budget in these areas so that expenditure is within approved budget parameters.
- Management of school routine, schedules and events including year planning, calendars, planning and communication of routines and duty rosters, and school photos.
- Policy management and maintenance: maintain, develop and communicate policies and any updates or changes. Implement and oversee discipline in the school, liaising with Rector and Deputy Rector: Pastoral to create a high standard of behaviour.
- Ensure discipline of boys is handled fairly and equitably and within policy at the level of the most serious offences.
- Relevant legislative reporting and survey management as applicable.
- School Quality Assurance: manage quality assurance and accreditation processes, submissions, assessments.
- Management of all logistics and main interface with Operations including transport arrangements and catering as well as facilities management and boarding establishment development.
- Management and oversight of the Sanatorium.
- Health & Safety and Risk Management
- Oversight of effective operation of co-curricular departments (sport, outdoor education, culture and Clubs and Societies).
- Participate as an active member of the Executive Committee, in particular working alongside the Deputy Rector: Pastoral in facilitating teamwork in achieving overall school goals.
- Perform general school management functions in line with policy and the ethos of the school, including admissions, staff recruitment and appointments.

QUALIFICATIONS & EXPERIENCE:

- Qualified teacher with prior Senior Leadership/ Executive level experience
- Strong pastoral knowledge and boarding school leadership experience
- Experience of the legal requirements of disciplinary procedures within South African schools

SKILLS & COMPETENCIES:

- Excellent pastoral instincts and skills, including the ability to maintain a healthy balance with respect to nurture and discipline
- The gravitas to inspire confidence and respect in boys, parents and staff
- Excellent interpersonal and communication skills to develop purposeful working relationships
- Financial management
- Excellent planning and organisational skills
- Strategic orientation
- Team leadership
- Ability to maintain the highest levels of discretion and confidentiality

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Accommodation will be provided on or near the Michaelhouse Estate to facilitate the successful fulfilment of duties and full involvement in the school programme.

To Apply: Complete the online application form at: <https://forms.gle/K1RzYbLShx67Bcwx5>
In addition, email your handwritten motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 13 October 2025

Note: Please reference the job title in the subject of your email for ease of reference.

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview.
Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.