

Michaelhouse Vacancy



MICHAELHOUSE

HOUSEMOTHER

Michaelhouse is a leading Anglican independent senior boarding school for boys, situated in the KwaZulu-Natal Midlands. Rooted in strong Christian values of integrity, humility, courage, compassion and service, the School is committed to developing well-rounded young men within a high-performance yet caring community.

We invite applications for the full-time permanent position of Housemother at Michaelhouse to commence July 2026. The aim of the position is to assist with and contribute to the supervision, general welfare and care of the boys in whose boarding houses they are allocated to. This position will be best suited to an organised, hard-working, flexible, nurturing and approachable character, with a professional and caring attitude. The ability to communicate effectively with pupils, parents and staff is essential. This position will report to the Deputy Rector: Pastoral.

RESPONSIBILITIES (INCLUDE, BUT ARE NOT LIMITED TO):

- To liaise closely with relevant staff concerning the progress and welfare of the boys
- To contribute to the induction and settling-in of new boys joining the school
- To effectively and efficiently assist with the organisation of the Boarding House's resources
- To maintain Health and Safety standards and requirements within the Boarding Houses in consultation with the HSE Officer
- To conduct frequent checks and take responsibility for the care, supervision, cleanliness and general presentation and tidiness of the Boarding Houses
- To liaise directly with the Housekeeping Department regarding the Boarding Houses
- To report repairs and maintenance to the Maintenance Department and to be present in the Boarding Houses daily to monitor any repairs and maintenance attended to
- Transport boys to appointments during the school day as required
- To deal with general administrative tasks in the Boarding Houses as required
- Assisting in other areas of the school and support departments as and when required.

QUALIFICATIONS & EXPERIENCE:

- Matric as well as any additional relevant qualification/s
- First Aid Certification preferable
- Experience or exposure to HSE regulations/ requirements preferable
- Relevant experience working with teenagers, or experience in a similar position working in a school or hospitality environment
- Valid driver's licence and PDP

SKILLS & COMPETENCIES:

- Excellent verbal and written communication skills with the ability to communicate at all levels
- Excellent interpersonal skills to develop purposeful working relationships with a variety of stakeholders (including boys, parents, Housemasters, School Management and staff)
- Ability to work independently and proactively
- Excellent organisational and administrative skills
- Proven ability to multi-task, work flexibly, prioritise and plan
- Computer literacy is essential (particularly Outlook, MS Excel, and Word)
- The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register.
- A willingness to support the Christian ethos and values of Michaelhouse

IMPORTANT CONDITIONS:

- This is not a residential position. As accommodation is not provided onsite, this position would be best suited to someone already resident within reasonable travelling distance of Michaelhouse with their own reliable transport.
- This is a full-time role The requisite working hours are 07h30 – 16h00, Monday to Friday.
- Due to the nature of the role, it will be a requirement, on occasion, to work after hours and Saturdays for school events, or weekends and during the holidays for festivals/ marketing events as necessary.

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To Apply: Complete the online application form at: <https://forms.gle/hpva2BzoHVdV8N9a8>
In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 04 May 2026

Note: Please reference the job title “**Housemother**” 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.*