



# Vacancy: Driver /Groundsman
# (One Permanent Position & One Contract Position )

**Are you eager to drive significant change in the educational and holistic well-being of children from under-resourced communities in South Africa?**
**We prepare our graduates to achieve upward economic mobility , demonstrate good citizenship and become empowered to identify and realise their goals, dreams, and human potential** by providing full scholarships at no cost to students from underprivileged communities. Our commitment extends over a 19-year period, encompassing a comprehensive, high-quality educational experience that adheres to national standards.

Christel House has established a global network of fourteen schools providing education from Grade RR to 12. Among these, our Cape Town centre, launched in 2002, stands as the first of potentially more Christel Houses to be established in Africa. This pioneer institution currently impacts twenty local communities by providing an all-encompassing 19-year educational journey. Our focus is on nurturing strong ethical values and providing a plethora of supportive services, which include professional health care, balanced meals, psychosocial counseling, and family assistance.

**About the position:**
We are recruiting for 2 positions , with the dual responsibilities of Driver/Groundman (**1 Permanent Position and 1 Fixed-Term Contract Position : 12 months)** to ensure the safe and punctual transport of students to and from Christel House, directly supporting their educational journey. Additionally, the incumbent would be assisting with the maintenance function, keeping our grounds and practice fields in excellent condition through tasks like lawn care, facility cleaning, and painting. Please note that we have two position available .

**KEY RESPONSIBILITIES:**
**REQUIREMENTS & SKILLS**
**1. Transport Operations**
- Safely transport learners, employees, parents, donors and stakeholders.
- Transport learners to extra-mural activities, events and weekend programmes.
- Ensure compliance with traffic laws, transport policies and learner Code of Conduct.
- Conduct daily vehicle inspections and ensure vehicles are clean, fuelled and roadworthy.
- Report accidents, incidents, defects and maintenance requirements promptly.
- Assist with vehicle bookings, transport schedules and fleet administration.

**2. Vehicle Safety and Administration**
- Maintain daily and weekly vehicle checklists and records.
- Monitor vehicle licence renewals, roadworthy certificates and service intervals.
- Assist with monitoring traffic fines and vehicle compliance.
- Ensure bus safety signage and emergency procedures are maintained.
- Support transport-related health and safety requirements.

**3. Operations and Grounds Support**
- Assist with general maintenance, groundskeeping and minor repairs.
- Operate basic maintenance tools and equipment safely.
- Assist with setting up venues and operational events.
- Support facilities and maintenance activities during available driving slots, school holidays and weekends.

**4. General Duties**
- Complete weekly timesheets accurately.
- Obtain approval for overtime from the Head of Operations.
- Assist with transport helpdesk enquiries and administrative duties.
- Maintain professional relationships with learners, parents, staff and stakeholders.
- Perform other reasonable operational duties as assigned.

**MINIMUM REQUIREMENTS**
- Valid Code 10 driver's licence.
- Valid Professional Driving Permit (PDP).
- Minimum of five years' driving experience.
- Clear criminal record.
- No outstanding traffic infringements.
- First Aid Certificate (may be obtained after appointment).
- Experience transporting learners will be an advantage.
- Good organisational skills, attention to detail and a strong work ethic.
- Physical fitness and stamina to perform grounds and maintenance duties.
- Willingness to work a minimum of three Saturdays per month.

**WORKING CONDITIONS**
The position involves outdoor work and exposure to varying weather conditions, dust, chemicals and maintenance equipment. The successful candidate must be physically capable of walking, bending, lifting, carrying and performing manual grounds maintenance tasks, including working at heights when required.

**Application Process: Closing Date for Applications is 27th November 2026** Please send your CV, a cover letter and evidence of your credentials to The Head of Operations at recruit@sa.christelhouse.org . **Ensure the subject line reads "DRIVER/GROUNDSMAN ".**

***Christel House champions equality and diversity. Appointment rights are reserved.***