



## ADMIN AND TEACHER ASSISTANT

(Payclass 06 – 1 Year Paid on Claim Contract Positions)

### Estates and Custodial Services Educare Centre Properties & Services Department

We invite suitable candidates to apply for the one-year contract position of **Paid on Claim Admin and Teacher Assistant**. The successful candidate will be part of the Educare Centre team in the Estates and Custodial Services Department. The position would be ideal for a qualified person looking for flexible employment. Suitable candidates will only be expected to work when the teacher/teacher assistant is on annual or sick leave. **Therefore, a fixed number of hours per month cannot be determined.**

#### Requirements:

- Qualification: NQF 4 in ECD
- Minimum experience: 2 years' teaching experience in an ECD environment
- Professional registration or license: SACE certificate (**or proof of application to be included in application**), NCF Certificate, First Aid
- Police clearance (or proof of application for police clearance to be included in the application). A police clearance is a SACE requirement to ensure that registered teachers are beyond reproach.
- Willing to undertake a vetting process
- ECD education-theory and practical, whole child approach, NCF-ELDA's: Principles and Aims

#### Responsibilities:

- Assisting with teaching; care, supervision, stimulation, interaction, and classroom management.
- Assist in providing care to the children and maintain Health and Safety
- Support and assist the teacher in the implementation of the learning programme
- Monitoring and verbal contribution to reports
- Administering First Aid
- Classroom hygiene (sanitising toys, wiping down beds and tables, sweeping, mopping)
- General admin duties

#### Skills:

Observation, reporting, conflict resolution, problem solving, listening, communication skills, interpersonal skills, analytical thinking, level-headedness, think objectively, innovative, visionary skills, leadership skills, negotiation, persuasiveness, resilience, perseverance, organizational, planning skills, execute fairness, commitment to position, effective engagement with others, computer skills.

The cost of employment is **R86.92 per hour**. As this is a paid-on claim position and employment happens on an ad hoc basis, there are no benefits offered.

**To apply**, please e-mail the below documents in a **single pdf file** to Mrs. Chantal September at [educare@uct.ac.za](mailto:educare@uct.ac.za).

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Police clearance

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650-3522

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E25919

**Closing date:** 14 October 2025

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups including candidates with disabilities. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.**