



**An Anglican Boys' School, rooted in Africa,  
providing a holistic and relevant education in a  
nurturing, and transforming environment,  
committed to developing men of principle and  
compassion.**

## **Bookshop Administrator**

The above position will become available from 1 January 2027.

We are seeking an organised and proactive Bookshop Administrator to oversee the daily operations of the school bookshop.

The bookshop is open to boys and staff for five hours each morning and plays an important role in supplying academic textbooks, stationery and office supplies required throughout the school year.

### **Key Responsibilities:**

- Manage the day-to-day operation of the school bookshop.
- Procure textbooks, stationery, office supplies and other academic materials.
- Liaise with a variety of suppliers and the school Accounts Department.
- Manage stock levels, pricing and inventory.
- Coordinate the procurement, packaging, distribution and billing of individual textbook, stationery, art and engineering packs for students in Grades 8–12, AS and A Levels.
- Lead and oversee the annual four-day textbook packing operation at the end of the year, working with a team of 11 helpers. This annual project is the bookshop's largest responsibility and takes place primarily during the first, third and fourth school terms.

### **Key competencies:**

- Have previous experience working in a school environment or with a book supplier.
- Demonstrate excellent organizational and administrative skills.
- Be able to manage multiple priorities and meet deadlines.
- Have strong attention to detail and good communication skills.
- Be comfortable working collaboratively with suppliers, school staff and support teams.

If you are highly organised, enjoy working in a busy school environment, and have experience in book or educational resource management, we would welcome your application.

Interested applicants should contact [ellarine@obr.co.za](mailto:ellarine@obr.co.za) by 28 August 2026.

[www.bishops.org.za](http://www.bishops.org.za)

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.

*Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.*