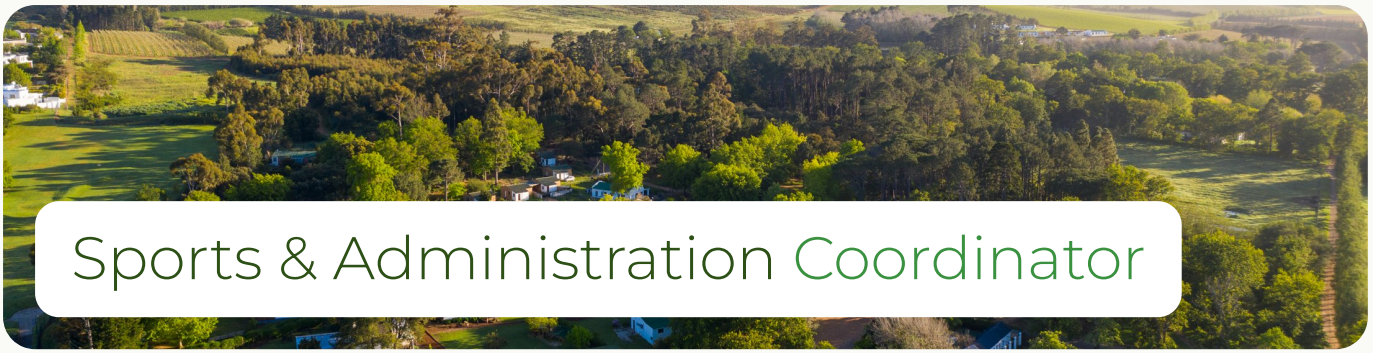
Newberry House
MONTESSORI SCHOOL

CAREERS



Sports & Administration Coordinator

Lourensford campus | Starts 2027, date to be agreed

Flexible working arrangements, by agreement | Apply by 20 November 2026

Newberry House exists to showcase what is possible in education. Learners aged 18 months to 18 years grow through **authentic Montessori practice** aligned with AMI standards and the **Cambridge International** pathway, on Lourensford Estate in Somerset West and Spier Wine Estate in Stellenbosch.

We are looking for a friendly, highly organised coordinator to run our sports and extracurricular administration, alongside recruitment, HR and general school administration.

THE ROLE

Sports & extracurricular

Fixtures, schedules, registrations, kit, venues and event logistics

Recruitment & HR

Adverts, interviews, contracts, onboarding and the AMI intern programme

School administration

Events, open days, learner records and support for MS and HS programmes

WHAT YOU BRING

Experience	School administration, sports coordination or HR administration an advantage.
Skills	Strong computer literacy and confidence with online systems
Approach	Organised, reliable and discreet, with warm and clear communication
Reports to	Administration and Deputy Head (extracurricular)
Compliance	Appointment is subject to safeguarding and employment checks
Values	Authenticity, Grace & Courtesy and Lifelong Learning

How to apply

Email your application to

secretary@newberry.co.za

by **20 November 2026**

1. **A short motivation.** Tell us about your relevant experience and why a role at Newberry House in particular suits you.
2. **Your CV,** showing your relevant experience.

Newberry House may choose not to fill this vacancy. If you have not heard from us within two weeks, please consider your application unsuccessful. We protect applicants' personal information in line with POPIA and use it only for recruitment.