

BERGVLIET PRIMARY



MARKETING, COMMUNICATIONS & EVENTS MANAGER SGB - FULL- TIME POST

Bergvliet Primary School invites applications from suitably qualified candidates for the position of Marketing, Communications & Events Manager (SGB Full-Time Post).

Duties and Responsibilities:

- Develop, implement and execute marketing and social media strategies promoting the school brand for internal and external stakeholders.
- Secure and manage sponsorships and fundraising initiatives.
- Manage all internal and external school communications, including WhatsApp Communities and email communications.
- Coordinate all school events, including logistics, legal requirements, planning and marketing.
- Manage social media content and the school website.
- Develop marketing materials and publications, including editing and producing the school newsletter and school magazine, as well as planning and coordinating event photography.
- Manage marketing and event budgets.
- Manage facility hiring and related contracts.
- Coordinate parent associations and event volunteers.
- Attend MAPS meetings.

The Successful Candidate Should:

- Have a minimum of three years' proven experience in a similar role.
- Have experience in securing and managing sponsorships.
- Build and maintain mutually beneficial relationships with all stakeholders.
- Have excellent communication and interpersonal skills.
- A high level of computer literacy is required, with experience in Canva, Google Workspace and various social media platforms.
- Have a working understanding of legal marketing frameworks including POPIA Act.
- Have excellent attention to detail and a strong work ethic.
- Have the ability to multitask and work to tight deadlines.

Interested candidates are invited to submit their CV and a cover letter to
vacancies@bergvlietprimary.co.za by 31 August 2026

Only shortlisted candidates will be contacted. Starting Date: September 2026
Bergvliet Primary School reserves the right not to make an appointment.