



Vacancy for Schools' Business Manager

Appointment from 1 February 2021

The Rondebosch Boys' Schools (Rondebosch Boys' High School and Rondebosch Boys' Preparatory School) are looking to appoint a highly-skilled and motivated individual as **Business Manager**.

Essentially the candidate will be expected to manage the effective internal and external administrative, business and financial services of the schools and to maintain a strategic financial plan that will indicate trends and requirements of the schools' development plans and will forecast future year budgets. This is a crucial post in the front-line of overseeing the finances of the schools, the maintenance of the buildings, grounds and equipment and the administration, communications and relations of all business functions of the school and comes with significant administrative and line-management responsibilities. Knowledge pertaining to the legal administrations of trusts would be a recommendation.

Experience of working in a fast-paced educational or corporate setting is desirable and a record of trustworthiness and reliability is essential. The successful candidate is likely to be hard-working, highly organized and dependable, appropriately skilled and good-humored. A management, accounting and administrative qualification and background is required and a familiarity with current applicable computer and electronic applications should be indicated. An understanding of the education sector and applicable legislation would be desirable.

Rondebosch Boys' High School is an exceptionally friendly and welcoming place, and a willingness and ability to work collaboratively with others is a must.

This is a full-time post and the incumbent will in addition be expected to work out of hours at various times.

The salary for this post is dependent upon skills, qualifications and experience. Suitably qualified applicants are invited to submit a detailed curriculum vitae (including names of two recent, contactable referees), together with certified copies of qualifications and ID document, to the Headmaster via e-mail to: recruitment@rondebosch.com

APPLICATIONS CLOSE: 31 OCTOBER 2020

- 🌳 A full set of KPAs for this position will be sent to candidates on request.
- 🌳 Rondebosch Boys' High School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The successful applicant will be required to undergo child protection screening and criminal record checks appropriate to the post, including checks with past employers.

Rondebosch Boys' High School promotes and applies the principles of employment equity. In line with our employment equity and diversity strategy, equity policy, plan and targets, preference will be given to suitably qualified candidates from the designated groups.

