



Woodridge College & Preparatory School is a multi-denominational, co-educational, Christian educational institution situated on a magnificent country estate.

Woodridge College invites applications from a suitable individual for the vacancy of

BUSINESS MANAGER

with effect from 1 May 2019 or as agreed

Woodridge is seeking an experienced Business Manager to join our executive leadership team. The successful incumbent will work closely with the Headmasters and the Board of Trustees on the design and successful implementation of business strategy, policies, systems and processes in support of a sound operational and administrative infrastructure. The Business Manager will realise the vision of Woodridge through the combination of sound business acumen and cultivation of strong relationships.

The Business Manager will make a major contribution to the next phase of the school's exciting journey.

SCOPE OF RESPONSIBILITY:

The scope of the role is extensive as it provides leadership across all non-academic functional disciplines, including:

- Financial, commercial and administrative aspects of the school
- Human Resources
- IT - managing the school networks, technology and computer systems and processes
- Marketing department, communication and public image
- Estate Management (Building maintenance and grounds)
- Security function
- Transport function (internal & outsource)
- Catering function, events and functions
- House-keeping/cleaning function (incl. laundry)
- School shops (Pavilion, clothing, coffee & tuck shops)
- Sanatorium
- Appointed OHS Person
- Stakeholder engagements

MINIMUM QUALIFICATION REQUIREMENTS:

A Bachelor's Degree in Accounting coupled with a Master's Degree in Business Administration will be suitable; alternatively, the successful incumbent is to be a qualified Chartered Accountant.

MINIMUM EXPERIENCE REQUIREMENTS:

Previous general management experience at a senior management or executive level for 7 years is a minimum requirement. The successful incumbent will have a solid track record in budgeting and people planning.

It is important that the successful applicant should have a sound understanding of the academic environment and the current socio-economic climate relating to it. Therefore, previous experience in a similar role in an academic environment will be advantageous.

TECHNICAL COMPETENCY REQUIREMENTS:

- Superior communication skills to engage with a range of stakeholders
- Exceptional report writing and presentation skills
- Intermediate MS Office skills, with Excel at an advanced level
- Advanced Pastel knowledge

- Be able to develop and implement an appropriate development program for management team as the continued development of a high-calibre team will remain a priority

GENERAL COMPETENCIES:

- High emotional intelligence
- Sound interpersonal skills
- Collaborative leadership style with a strong team orientation
- Strong administrative, planning, organisational and reporting skills
- Be able to identify, collect and use data and evidence to inform planning
- Self-starter with strong time management skills and deadline driven
- Be able to implement creative problem solving strategies

SUBMISSION REQUIREMENTS

If you are interested in this position, please send your CV and together with a covering letter of motivation to: apply.businessmanager@woodridge.co.za

Further supporting documentation will be required at interview stage.

CLOSING DATE FOR APPLICATIONS

Applications for this position close on **Wednesday, 20 March 2019 at 12:00**. Only shortlisted applicants will be contacted. If you have not been contacted within 2 weeks of the closing date, please assume your application has been unsuccessful.

The Board will consider the School's equity requirements before making an offer to the successful candidate. Woodridge reserves the right not to make the appointment.

Woodridge College & Preparatory School is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. All appointments are subject to an interview, criminal record checks, successful references and potential psychometric assessments. We follow safe recruitment practices and require all candidates to have a Sexual Offenders clearance certificate and to prove that their name does not appear on the government's Child Protection register.