JOB DESCRIPTION

REFERENCE NUMBER: AP1181

JOB TITLE: Executive Head

LOCATION: Pretoria

BACKGROUND TO POSITION:

The Executive Head of St Mary's DSG embodies the values, vision and mission of the School. This role is appointed by the Board of Governors and is ultimately accountable to the Board for the end-to-end operations of the School and the successful execution of its strategy. The Board of Governors delegates to the Executive Head accountability for the management of Board relations, the curricular and co-curricular framework, boarding, advancement, enrolment and all business activities.

The St Mary's DSG operating model includes a Head of Senior School and a Head of Junior School role, both appointed by the Board of Governors and both with a direct reporting line to the Executive Head. Additional direct reports include the Bursar and several Director-level roles such as Advancement, Boarding, Sports, Arts & Culture and ITD. The Executive Head has operational oversight over all campus functions includes infrastructure projects, the property portfolio and security.

The Executive Head carries the brand and reputation of the School and engages with a broad range of stakeholders including the Diocese of Pretoria, ISASA, The Board of Governors, Parents, Staff, Alumnae, our brother schools, Vendors and services providers, the Media, and the community at large.

FOCUS AREA 1:

Academic Life

The Executive Head is the line manager for the Head of the Senior School and Head of the Junior School who in turn oversee the academic life of the school. Working through the two Heads, the Executive Head will ensure that the following functions are executed in a way that is compliant, well-governed, aligned and effective:

- Selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Pursuit of academic and ethical standards.

JOB DESCRIPTION

- Alignment with the traditions and ethos of the school.
- Promotion of a progressive and modern approach to education.
- Appoint, supervise, evaluate, and dismiss staff members.
- Foster professionalism, collegiality, and ethical conduct in the faculty.
- Provides for the professional development of the faculty.
- Extracurricular and co-curricular offerings, activities, excursions, camps and tours.
- School discipline and conduct.
- Support systems, such as counselling, academic support, before- and after-school programs, college or secondary school counselling, health and wellness.
- Safety programs, including building security, emergency procedures, transportation regulations, tornado and fire drills, etc.
- Effective safeguarding and child-protection arrangements to be in place across the school, including policies, reporting channels, staff suitability checks, training and case management, with material safeguarding, learner-wellbeing and safety concerns promptly escalated, appropriately investigated and effectively remediated.
- Promotion of healthy student culture in and out of school.
- Planning and delivery of all school gatherings including assemblies, sporting events, performances.
- Reports student progress to parents on a timely and helpful basis.

FOCUS AREA 2: **Business, Finance & Operations**

Be accountable for the delivery of the school financial, human resource, boarding, campus and administration teams:

- Ensure effective delivery of the business operations of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditors.
- Ensure effective and compliant delivery of employment and human relations matters, such as contracts, salaries, benefits, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.

academic partners
accessed | assessed | harnessed

JOB DESCRIPTION

- Oversee the Estates Manager whose responsibilities include maintenance and cleaning of the buildings, grounds, and all plant operations including vehicles, grounds, utilities, sustainable infrastructure etc.
- Plans and executes all major capital purchases, repairs, and building projects.
- Oversees the safe and effective running of the boarding house.
- Leads the School's executive team, establishes clear individual and collective accountabilities, and oversees performance management, leadership development and succession planning for key roles.
- Ensures that an appropriate institution-wide risk management framework, internal control environment and assurance processes are maintained, and that material risks and control weaknesses are reported and addressed.
- Oversees compliance with applicable legal, regulatory and policy requirements, together with effective business continuity, crisis management and material incident-management arrangements.
- Oversees the School's digital strategy, cybersecurity, privacy and data-governance arrangements, and promotes the responsible use of information and emerging technologies across teaching and operations.

FOCUS AREA 3: **Advancement, Brand, Marketing and Communications**

- Champion and promote the School's brand in the direct and broader community.
- Oversee the School's advancement, brand, marketing and communications strategies.
- Support the Heads of School enrolment functions and ensure alignment between the Advancement Team and Heads of School. Maintain a sustainable student admissions count and execute on enrolment strategy.
- Supervise the School's financial bursary, outreach and scholarship programs.
- Be accountable for the school's fund-raising programs, campaigns, giving days and other major events.
- Establish and develop effective networks with past and prospective donors.

academic partners
accessed | assessed | harnessed

JOB DESCRIPTION

FOCUS AREA 4: **Stakeholder Relations**

- Oversee the school's relations with its alumnae, including development and maintenance of the alumni database, communications programs, and special events.
- Represent the school to various internal school groups, including the Parents Association, Alumnae Association and Aganang.
- Represent the school to various external groups, including the Diocese of Pretoria, ISASA, Department of Education and Independent Examination Board.
- Represent the school in media engagements.
- Represent the school in legal proceedings.
- Represent the school in any final escalation matters from parents where the Heads of School or School Directors have been unable to resolve the matter.

FOCUS AREA 5: **Board Engagement**

The Executive Head is an ex officio member of the Board of Governors and subject to the duties and obligations of all Governors defined in the Constitution.

The Executive Head is the essential connection between the Board and the school executive management team, and is responsible to:

- Keep the Board informed of all relevant matters relating to the school through reports at Board meetings and immediate communication following major school events or happenings.
- Ensure the provision of comprehensive Secretariat and administrative support to the Board, assigning school resources and personnel as delegated to facilitate efficient Board operations.
- Make recommendations to the Board on behalf of the school executive around commercial, operational, academic, risk and strategic matters.
- Partner with the Board to formulate long term strategy, annual objectives and assessment of school delivery against those objectives.
- Provide the Governing Body with accurate, balanced and timely information on institutional performance, material risks, significant incidents and matters requiring approval or direction, and ensures that agreed actions are implemented and reported on.
- Ensure that that school executive team is appropriately represented at all Board meetings and Board Committee meetings.

academic partners
accessed | assessed | harnessed

JOB DESCRIPTION

COMPETENCIES:

- Ability to lead and make decisions in a growing independent school.
- Ability to self-manage, manage risks and ensure the school or business is not placed in jeopardy.
- Strong relationship-building and communication abilities.
- Management and implementation skills.
- Entrepreneurial approach.
- Strong work ethic with the ability to take initiative.
- Passion and Commitment.
- Team player with the ability to lead a diverse team.
- Conceptual, analytical and data skills.
- Solution-oriented bias.
- Ability to perform under pressure and be resilient.
- Have strong strategic management expertise and day-to-day business acumen in the education field.
- Have a passion to ensure students become competitive, values-driven global citizens, independent thinkers, and contributors to the community at large.
- Have a strong ability to maintain stakeholder relationships, including those with the surrounding community.
- Have good communication and problem-solving skills.
- Have sound governance judgement and the ability to identify, assess and respond to material institutional risks.
- Strategic & Visionary Leadership.
- Systems-Thinking.
- Instructional & Academic Excellence.
- People Management & High Emotional Intelligence (EQ).
- Operational & Fiscal Stewardship.
- Stakeholder & Community Engagement.

academic partners
accessed | assessed | harnessed

JOB DESCRIPTION

INHERENT REQUIREMENTS:

Minimum Qualifications:

- An education-related Degree from a recognised tertiary institution.

Preferred:

- A post-graduate qualification in business administration, management or leadership.

Minimum Experience:

- 15+ years' experience in Schools.
- 5+ years' experience as an Executive Head or Head of School within the independent school sector.
- 5+ years' experience in a role that demonstrates strategic planning and execution, executive-team leadership, financial and operational oversight, risk and compliance management, and working effectively with a Board.
- Demonstrated digital leadership and the ability to use reliable data and management information to support decision-making.

Other Requirements:

- Compliant with all regulatory requirements (e.g., SACE, clean record)
- St Mary's DSG is an Anglican School and prefers the Executive Head to be a practicing Christian.

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV.
- An abridged CV.
- Names and full contact details for at least 3 referees, one which must be from your present employer. Should you not be currently employed, a contactable reference from your previous employer must be provided.
- Certified copies of matric and degree certificates and Identity Document. Proof of SAQA verification of foreign qualifications, where relevant.

To apply please forward your application quoting reference number **AP1181** to Genevieve Michel c/o carmen1181@talenting.co.za

Incomplete applications will not be considered!