



Treverton aims to appoint an experienced and dynamic individual to the position of

Business Manager
Starting 1 November 2026

Treverton is an independent evangelical Christian school situated on a unique 270-hectare campus in the heart of the KwaZulu-Natal Midlands. As the only independent, co-educational Preschool-to-Matric day and boarding school in the region, Treverton is recognised for its distinctive approach to holistic education, integrating academic excellence, Christian formation, and outdoor experiential learning.

The Board of Governors of Treverton wishes to appoint a dynamic, suitably qualified and experienced individual to the position of Business Manager as from 1 November 2026 – or sooner if possible.

This is a senior management position, reporting to the Chair of HeadCom and to the Board. The Business Manager will be responsible for the implementation of the strategic objectives of the Board of Governors and non-academic operations of the School.

If you would like to join our growing and ever-developing School - where outdoors, the environment and adventure are a large part of who we are - and live and work on our beautiful campus as part of a stimulating Christian team, we would love to hear from you.

Key Responsibilities

- The management of all financial, business and non-academic operations of the school.
- All financial reporting, budgeting and forward financial planning for the School.
- The management and control of all infrastructure planning, maintenance and approved physical developments within the School.
- The management of all administrative and human resources matters.
- Risk Assessment, Management and Occupational Health and Safety compliance.
- The management of all Employment Equity requirements.
- Compliance with all legislative requirements affecting school activities.
- Contribution to the development, implementation and monitoring of the Schools strategic plan.

Requirements of the Position

- In terms of the Treverton Trust Deed, staff shall be committed Christians and members of good standing of a Christian church and shall be required to assent, in writing, to the Statement of Belief.
- The ideal candidate will have the relevant experience in school business management and will have an excellent knowledge of accounting, financial, and project management principles.

The candidate must

- actively model and promote the values and ethos of the school.
- be a qualified accountant, preferably a Chartered Accountant
- have relevant experience in Pastel accounting and a mastery of MS Excel, and be able to manage all aspects of a school's financial operations and reporting. The ability to run payroll software will be an added advantage.
- have experience in infrastructure development and project management
- be able to work under pressure, with precision.
- be an empathetic and dynamic leader with strong people management and interpersonal skills
- have strong organizational, administrative and communication ability relevant to this position.
- be able to work well with the Board, staff and parents in a school environment.

Remuneration: a package commensurate with the position and relevant qualifications and experience will be negotiated during the recruitment process.

Please use this link to complete a Google Form and submit a covering letter, comprehensive CV, letter of reference from your church pastor, and the names of three contactable referees (one of whom must be your church minister/pastor): <https://forms.gle/4C6mADmRTTW3btL26>

CLOSING DATE: 30 September 2026

Accommodation on campus can be negotiated as part of the package for the successful candidate.

Only shortlisted candidates will be contacted for an interview. If you do not receive a response from us within one week of the application deadline, please consider your application unsuccessful.

Treverton College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.