



**Dear Candidate,**

Thank you for expressing an interest in the post of School Business Manager at The Maynard School in Exeter, following the retirement of our current post holder. This is a role that will suit an ambitious team player looking to make a difference to our warm, talented and successful community. In order to make sure that we are the right fit for you, allow me to enlighten you further about our wonderful school although, of course, a fuller picture can be found on our website [www.maynard.co.uk](http://www.maynard.co.uk).

Founded in 1658, The Maynard is steeped in history as the oldest girls' school in the country and we pride ourselves on a unique blend of tradition mixed with innovation and forward thinking. We are an academically selective school and year-on-year we are one of the top independent schools in the South West according to both GCSE and A-level league tables.

But The Maynard today is so much more than a top academic school. Over the years we have built an outstanding reputation for excellence in the Arts, Music and Sport whilst our pastoral care is widely regarded as second to none. "It's the warmth of the relationship that makes all the difference," noted the Good Schools Guide during their last visit. "And the laughter. Relationships between students and staff are supportive, humorous yet entirely professional."

The present school site was built in 1878 and sits in a beautiful, quaint island in the leafy area of central Exeter. Our pupil catchment area is about a 40 minute drive zone around the city so we offer a fleet of minibuses to help bring children in and out of school each day.

By our very location in the heart of Exeter, we are fortunate to have access to some of the best facilities in the South West. In addition to our own impressive Sports Hall, Performing Arts Centre, Drama Studio, an array of music rooms, a bespoke Health & Fitness suite and the netball/hockey/tennis courts, we also have extensive use of state-of-the-art hockey pitches, a choice of swimming pools, the Exeter Arena (the athletics training ground of Olympic runner, Jo Pavey) as well as access to superb water sports facilities on Exeter Quay and numerous performing arts venues scattered across the city. The joy of being able to hire these facilities, and all only a stone's throw away, is that they are of the most professional standard possible without the excessive need for maintenance!

Such is our considerable reputation that our pupil numbers are buoyant at approximately 450 pupils making us a medium to large Independent Girls' School. Our 2022 intake is again looking particularly healthy with huge attendances at our recent virtual open events, an enormous amount of registrations and great interest in our Scholarship and Maynard Awards offerings. In essence, the future is very bright for this wonderful and unique school.

In terms of location, Exeter is a fantastic place in which to live and work with easy access to the moors and surrounding seaside. Substantial amounts have been invested into the city's infrastructure which has opened up a realm of retail and cultural opportunities, not to mention how easily accessible we are to the rest of the country and beyond through the local airport and public transport networks.

We are looking for an exceptional candidate to join our Maynard 'family' and be part of our very dynamic Senior Leadership Team. In return, we offer mature and wonderful students, talented and committed staff, a collaborative working environment and a hugely supportive network in which you will feel valued and can thrive. If you would like any more information, then please don't hesitate to contact Zoe Cunningham, our HR Advisor, to arrange an appointment (01392 273417). Alternatively, I am more than happy to offer a telephone conversation with any interested candidates which can also be scheduled through Zoe.

Thank you once again for showing an interest and, if you do decide to apply, I look forward to receiving your application.

Yours faithfully,



**Sarah Dunn**  
Headmistress