



Head of Operations

TPS aspires for each child to thrive personally, socially and academically by creating an inclusive environment that promotes wellbeing, encourages curiosity and celebrates individual success.

Job Summary

The position of Head of Operations at TPS is a Senior Leadership position with the postholder responsible for the non-teaching aspects of the School, including financial and legal oversight of the business, alongside the day-to-day operations of the site and premises. The Head of Operations will report directly to the Head on matters relating to the physical estate and non-teaching matters. In a close cooperative partnership with the Headmaster, the Head of Operations will aim to implement the strategic aims of the School and the educational vision.

Hours: 8.30 a.m. - 5.00 p.m. (with flexibility given the seniority of the role)

Contract: Full time, permanent

Reports To: Headmaster

Line Manager to: Premises Manager, HR and Compliance Officer, Marketing Manager and Catering Manager

Required From: Mid July 2024

Notice Period: 2 terms

Responsibilities

1. Strategic Leadership

- Work in partnership with the Headmaster, Governors and SLT to shape and implement the School's strategic plan.
- Review, lead and improve the School's operational, financial, risk management and contingency action plans.
- Lead the prioritisation, planning and delivery of long-term capital projects based on the School's strategic aims.
- In partnership with the Marketing Manager, take an active role in the marketing and development of the School.

2. Clerk to the Governors

- When required, provide papers in advance of Governors' Meetings and distribute these in a timely manner.
- Follow up on actions from the meetings as necessary.
- Ensure compliance with Charity Law and Company Law including adherence to the School's Articles of Association.
- Attend national and regional ISBA meetings and maintain personal CPD through training.
- Work with the Governors to recruit and train suitable members of the Board and advise on good governance.
- In partnership with the HR and Compliance Officer, ensure that Governors complete relevant training.

3. Finance

- Advise on general financial policy with the School.
- Monitor income and expenditure in relation to the budget and present regular management reports and audited accounts to the Governors.
- Prepare forecasts of future financial performance of the School, including detailed cashflow projections and sensitivity analysis.
- Prepare financial appraisals and funding viabilities for projects.
- Advise on the financial implications of the charitable status of the School.
- Advise on taxation matters generally (PAYE, Corporation Tax, VAT) and ensure compliance with regulations.
- Advise on bursary funds and arrange assessments of parental income and assets prior to making bursary awards.
- Deal with the School's income tax and rating assessments.
- Oversee mortgage payments and negotiate renewals.
- Operation and implementation of the Fees in Advance Scheme, fee remission for staff and claims for Early Education Entitlement hours.
- Oversee payment of all salaries and wages, including PAYE, superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
- Administer pension schemes for teaching and support staff.

4. Commercial

- Develop a programme of lettings of the School premises and facilities to outside organisations, with due consideration for health and safety and insurance.
- Ensure that lettings enhance the School's reputation and are aligned with the strategic direction.

5. General Business Management and Administration

- Sit on the School's Senior Leadership Team and attend weekly meetings.
- Ensure that the School has adequate insurance cover.
- Review all contracts for supply of goods and services to the School
- Ensure that appropriate and effective administration is provided to enable the smooth day-to-day operation of the School.
- As the School's Data Compliance Lead, ensure that the School complies with GDPR and develop a strong culture of good practice, in partnership with the School's IT Strategy Committee.

6. Human Resources (in partnership with the HR and Compliance Officer)

- Ensure compliance with all aspects of employment law.
- Ensure maintenance of all HR policies, contracts and procedures in line with legislation and best practice.
- Oversee the recruitment, selection and appointment of all support staff.
- Review remuneration of all staff and benchmark against published information for the sector.

7. Buildings and Estates (in partnership with the Premises Manager)

- Draw up outline specifications for new buildings or renovations projects, obtaining tenders, planning permission and liaising with architects and contractors.
- Project manage all capital projects with the assistance of professional advisors.
- Ensure that all buildings, equipment and outdoor spaces within the grounds are fully compliant with legislation and ISI regulations.
- Review and negotiate energy supply contracts at competitive rates and maintain the installations for electric, gas and water supplies.
- Review business rate valuation assessments.
- Promote energy conservation and efficiency.
- Oversee cleaning contract negotiations and appointments.

8. Catering (in partnership with the Catering Manager)

- Oversee the smooth running of the catering provision on site for breakfast, lunch and school events.
- Ensure that all health and safety aspects within the kitchen, in terms of equipment and practices, are fulfilled.
- Promote a school culture of healthy eating for both the pupils and staff.

9. Risk Management, Compliance and Health and Safety

- Promote a culture of active and preventative consideration of health and safety matters.
- Advise on and implement security measures within the School to ensure the safety of staff and pupils, premises and equipment.
- Ensure that the School complies with all relevant legislation.
- Take responsibility for relevant aspects of the Risk Register and attend the Risk Committee.

10. Other Requirements

- Uphold and at all times adhere to all school policies and procedures, including those relating to Safeguarding Children and Child Protection.
- Set a good example to the pupils through presentation, personal and professional conduct.
- Take responsibility for professional development.
- Attend 'school events' e.g. open days.
- Complete school training requirements.
- Attend staff meetings, briefings and other school activities.
- Liaise with parents, carers and other agencies, as appropriate.
- Work collaboratively within the department and wider school.

Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

Qualifications and Experience	<ul style="list-style-type: none"> • Good academic education to degree level • Relevant qualifications in an applicable financial discipline (e.g. ACA, ACCA, CIMA etc.) would be desirable • Professional accreditation in health and safety, HR, marketing or management would be desirable • Experience of financial management and budgeting • Experience of managing multi-disciplinary teams • Knowledge and experience of managing building and maintenance projects • Experience of health and safety management • Experience of HR and managing people • Experience of working in a school environment or charity • Proven ability to lead and manage at a senior level
Personal Qualities	<ul style="list-style-type: none"> • Hard working, with a positive and enthusiastic attitude • A team player, with a sense of humour • Proactive - ability to follow and lead new initiatives • Eager to improve personal professional skills • Understands and respects the principles of confidentiality • High personal professional standards and expectations of others • A robust and resilient nature, coupled with the ability to work well under pressure. • Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise • Personal warmth, leading to a good rapport with pupils, colleagues and parents
Skills	<ul style="list-style-type: none"> • Excellent communication skills, particularly when addressing staff, governors, pupils or parents • Excellent presentation skills and the ability to use ICT effectively, including MS Outlook, Word, Teams and Excel • Experience with MIS systems and financial accounting software • Excellent time management and organisational skills • The ability to work flexibly, using own initiative and prioritising effectively • The capacity to work accurately under pressure with attention to detail • Strong problem-solving skills • Strong financial skills including the ability to understand quickly complex financial data and provide in-depth analysis. • Strong knowledge of accounting and book-keeping best practice • Ability to take a strategic view of the business and consider a variety of perspective and stakeholders

	<ul style="list-style-type: none"> • Strong business acumen and commercial awareness • Knowledge of procedures at meetings and best practice • Knowledge of ISSRs used in school inspections by the ISI
<p>Philosophy and Ethos</p>	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children • A commitment to the ethos and strategic direction of the School • Value the importance of diversity and inclusion in all aspects of school life • A strong affinity with the aims, aspirations and culture of independent education

This job description gives an overview of the role and is not deemed to be a comprehensive list of responsibilities for the role. All members of staff are expected to play a full and active role in the life of the School as may be reasonably required of their position.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.