



## **Director of Operations and Compliance**

**Required as soon as possible**

**Grade 21 (SCP57-60: £69,579 - £73,311)**

**36 hours per week, 52 weeks per year**

Swakeleys School for Girls is an oversubscribed girls' school in Hillingdon where our focus is to ensure that students enjoy school, achieve well, aspire to fulfilling futures and feel happy and successful. The opportunity has arisen for an experienced and ambitious leader to become our new Director of Operations and Compliance. This is a new role in our standalone Academy Trust. Careful management of School funds have enabled us to thrive, even in the present financial climate, and we have built up good levels of reserves. We are passionate about the estate and ensuring it remains in a good condition to support teaching and learning across the school. Likewise that the infrastructure at the school remains fit for purpose because of the energy and effort that has gone into making it so.

### **Summary of the role**

We are looking to appoint a Director of Operations and Compliance to join the Leadership team. The role is an exciting one with core responsibilities but also an opportunity to shape the role for the right candidate. If you have significant operations and compliance experience either in the education sector or from outside this area, and want to be part of our successful journey then please consider applying. You will lead on the operational side of the School, alongside the Headteacher. You will be responsible for the effective management, reporting and monitoring of the School site and ensuring that the school is a safe place for our community. We wish to appoint a candidate with excellent management experience, a solution focused mindset and the appropriate skills to lead and support a number of key staff including within Premises Management, IT and HR. We are looking for someone that wants to lead and develop others whilst ensuring that the School continues to go from strength to strength. The successful post holder will oversee existing systems, refining and establishing new ones where appropriate. The role requires someone with strong stakeholder management skills as there are a number of external contracts and relationships to maintain. The School generates a significant income from external lettings. At Swakeleys School for Girls all staff interact with students and this role will include some duties and other whole school responsibilities. It is certainly not an office based job! It is a unique opportunity to sit on the Leadership Team, working closely with the Headteacher in an innovative and collaborative way.

Our students really are fantastic! Our staff are dynamic, friendly and incredibly committed and alongside my talented Leadership Group, we want to ensure we remain one of the best schools in Hillingdon. Our School is a stunning purpose built school which was completed in 2018 and it is a joy to work in.

### **Key responsibilities:**

- To lead all non-academic aspects of the school, including human resources, administration, health and safety, estate and facilities management, and external lettings. The post holder is responsible for leading, supervising and motivating the school's non-teaching staff.

- To liaise with the Chief Financial Officer to ensure that all resources necessary and available are used to provide a suitable and safe environment for learning and teaching
- The postholder will be a member of the senior leadership group and will be directly line managed by the Headteacher.
- To assist the Headteacher in establishing appropriate levels of resource are available across the school to provide value for money and enable the core purpose of the school, ie teaching and learning in a safe and attractive environment. To ensure there is continuity of service when there is staff absence.
- The post holder will have oversight of and be ultimately responsible for all aspects of the school properties including upkeep, care, maintenance, security, health and safety and premises management in line with statutory and regulatory requirements.
- The post holder will lead on the management of refurbishments, expansions and other building advancements and support developing, procuring and implementing building projects.
- The post holder will proactively manage risk, ensuring the risk register is maintained and updated for the Governing Body, up to date risk assessments are in place and key information and training is disseminated to staff to ensure they are aware of their responsibilities in these areas.
- To lead on establishing high standards of support services ensuring that service enhances and serves the needs of the school. These include reviewing and revising job descriptions, identifying gaps in expertise, deploying and recruiting as necessary to ensure an exceptional service is adaptive to the changing needs of the school.
- To work with the HR Manager and CFO in ensuring high expectations and standards of service are provided with regards to Human Resources. That the school meets its statutory duties and responsibilities regarding the safety and welfare of its staff. That recruitment processes follow all statutory requirements for safer recruitment.

#### **Candidates should:**

1. Have two or more years experience of working in a lead role in operations, compliance and/or management in a maintained school/Academy or significant operations experience outside of education;
2. Demonstrate a track record of stakeholder management; developing colleagues and being an approachable and collegiate leader;
3. Have knowledge of HR, Health and Safety, Compliance and IT
4. Have sound technical understanding of school leadership issues, and in particular compliance and risk issues relating to working in a stand-alone School.
5. Have the ability to work hard in a fast moving and demanding school environment;
6. Be computer literate with working knowledge of SIMS, Google Docs and Drive (or the ability to become quickly proficient in these packages);
7. Possess a proven ability to lead complex initiatives;
8. Demonstrate success in improving operational effectiveness of an organisation;
9. Have the ability to set, manage and update budgets;
10. Have the ability to make accurate judgments with regard to strategic operational decisions and interventions;
11. Have demonstrable experience of leading operational budgets and developing innovative approaches to resource management;
12. Be open to further professional development;
13. Have a good sense of humour and be a team player.

#### **How to apply**

Please use Quick Apply on TES - you need to write no more than two sides of A4 explaining why you are suited to the role and the impact that you have had in your current or previous roles. You will also need to complete a School application form (sorry but we do not accept CVs). We will use application letters to shortlist and unfortunately are unable to provide feedback on application forms.

**Deadline to apply is Wednesday 20th March 2024 at noon.**

**Shortlisted candidates will be contacted shortly after the advert closes with interviews scheduled for the week commencing 25<sup>th</sup> March Swakeleys School reserves the right to close the advert early if a suitable candidate is found.**

If you have any further questions about this post or would like to arrange an informal conversation with the Headteacher then please feel free to contact her on [kstevenson@swakeleys.org.uk](mailto:kstevenson@swakeleys.org.uk) If you would like to visit the School then contact the Headteacher's PA Zoe Wilkins on 01895251962.

### **Equal Opportunities and Safer Recruitment**

Swakeleys School for Girls is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Please note that Swakeleys School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the School.

As part of our recruitment process we will also carry out an online search for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before the interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraph 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request.

If you want to work in a happy, purposeful School with a commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

**Kelda Stevenson**

**Headteacher**

**<http://www.swakeleys.hillingdon.sch.uk>**

**Swakeleys School for Girls, Clifton Gardens, Hillingdon, UB10 0EJ**

**Headteacher: Kelda Stevenson NPQH Tel: 01895 251962**

**Email: [applications@swakeleys.org.uk](mailto:applications@swakeleys.org.uk)**