

Required for
March 2021

Director of Operations

Candidate Information Pack

sidcot.org.uk



Sidcot
Live Adventurously

Introduction

Welcome to Sidcot

At Sidcot you'll find a school community that aims to put into practice the Quaker values of peace, equality and living adventurously. It's an optimistic place, where children learn to be curious about the world and develop the confidence to live purposeful lives.

Working at Sidcot means joining a team of people who are essential to making daily life at a day and boarding school run smoothly and happily. Sidcot is a school with a strong sense of community. It's busy and lively. You'll find our students and teachers are a creative, outward looking group. It's also a kind, supportive place where everyone's contribution is valued and everyone's voice is heard.

If you're interested in becoming part of the team at Sidcot School, we look forward to hearing from you.



Iain Kilpatrick
Headmaster



THE
GOOD
SCHOOLS
GUIDE

*"A rare breed of school which values
individual worth above corporate success."*

The Good Schools Guide



Sidcot at a Glance

Type of school:	Day and Boarding
Gender:	Co-educational
Year founded:	1699
Faith:	As a Quaker School we welcome students and staff of all faiths and none.
Age range:	3 to 18
Age range of boarders:	11 to 18
Number of students:	580
Number of boarders:	125
Educational programmes:	IB Diploma A Levels BTEC (Level 3)
Outstanding reputation:	Well known for excelling in the Creative Arts, Maths and Science
Extras:	Equestrian Centre Centre for Quaker Peace and Global Studies
Setting:	Rural
Nearest airport:	Bristol – 7 miles
Nearest railway station:	Yatton, Weston-super-Mare or Bristol Temple Meads
Nearest cities:	Bristol and Bath

[View on Google Maps](#)



Background Information

The two qualities which are most important to children of today are hope and imagination. Hope to believe they can change the world they live in and imagination to find ways to do so. Quaker Faith & Practice 23:85

Sidcot is a Quaker co-educational boarding and day school for pupils from three to eighteen that can trace its origins back to 1699. The School is located at the foot of the Mendip Hills in North Somerset some 18 miles from Bristol and 30 miles from Bath. The Headmaster is a member of HMC and the School has a current roll of around 580. It provides a first-class educational experience that is as much about nurturing the spirit as it is about outstanding academic success.

Sidcot's recently adopted strategic plan for the next five years is organised around four themes: Student Experience, Personal Development, Community and Outreach and Business Development. As a member of the Senior Leadership Team the Director of Operations will have significant input into the production of this plan, its delivery and effectiveness in meeting strategic objectives.

As part of Sidcot's capital development plan we have recently refurbished and significantly extended one of our boarding houses, investing over £2 million. Our boarding community is extremely diverse with pupils coming from over 30 different countries from all over the world.

Sidcot enjoys an excellent reputation in the international market, not least since introducing the International Baccalaureate alongside A Level and BTEC in the Sixth Form.

The Director of Operations will oversee a significant part of the Business Management Team (BMT). Within the BMT we have an extensive range of non-teaching roles, every role contributes to the delivery of our core business, which is the provision of great education to our students within a safe, ordered and inspiring environment.

The School is run, day-to-day, by the Headmaster, supported by a Deputy Head (Academic), Deputy Head (Pastoral), Head of Junior School, Director of Operations and Director of Finance, who form the Senior Leadership Team (SLT) as well as a Senior Management Team (SMT) of six others representing all aspects of the School.

Prospective candidates are expected to show empathy with Sidcot's Quaker ethos. For more information please visit the Sidcot website:

www.sidcot.org.uk

Quakerism - What makes a Quaker School Different?

Since its foundation, the values of the Society of Friends have been at the heart of Sidcot School. Quakers believe in living life adventurously and letting their lives speak.

In practice this means an approach to teaching that encourages individual thought and exploration, whilst making sure all students have the support they need to grow as individuals with their full range of talents recognised and celebrated.

Quaker Meetings

The whole school community meets together in a 'Morning Meeting' once a week. This is a time when all staff and pupils share a period of quiet reflection – a rare opportunity for peace in today's noisy and hectic world. The meeting

helps students to learn the habit of self-reflection, and experience the power of shared silence. There is also a Quaker Meeting on a Sunday which boarders can attend if they wish to. At Sidcot we welcome students and staff of all faiths and none.

Learning Wheel

A Quaker school is built on Quaker values. At Sidcot we have created 'The Learning Wheel' to show how these values come to life day by day in the School.

The Quaker values sit on the outer part of the wheel. Move inwards and you'll see how those values translate into action.

You'll see the Learning Wheel all over the School. In the classroom it guides our teaching and helps

children to reflect on their learning experience. It's used as a reference point when recruiting new staff, and for evaluating our teaching practice.

It's also used as a resource for discussion amongst students and staff. Values are abstract; the wheel makes them concrete and gives us a language with which to discuss our aims and aspirations for life in the School.



Peace & Global Studies

The Centre for Quaker Peace and Global Studies works to create a learning environment where students and staff are able to explore and understand how we embody the qualities of peace in the way that we engage with each other across the School community. We feel that it is important to help students make sense of the world around them.

Peace education is embedded throughout Sidcot, without structured lessons, but a way of life, of being. Our aim is to create a school filled with

peacemakers and changemakers, we facilitate learning, give voices and ways to follow through on the things we say are important. We want students to be able to discern, to ask questions about what they see and hear, and to be awake to how actions support words.

Our teaching staff play a key role in creating a learning space where the energy is one of enquiry and curiosity – a place where all parties have something to learn and something to offer.

Job Specification

As a result of the existing post-holder retiring, we are looking to appoint a Director of Operations.

The post, which offers huge challenges and significant responsibilities, will appeal to

candidates with senior leadership skills and experience of estates management. The successful applicant will be a creative and pragmatic problem-solver who is able to successfully prioritise a diverse workload.

Job Description

Summary of the role:

Member of the Senior Leadership Team with oversight of the strategic development of the School. Provide efficient operational management of the School by maximising the effective use of all the School's resources. Provide leadership of support staff in order to deliver the strategic aims, whilst maintaining its underlying distinctive Quaker heritage and values.

Line Management responsibility for:

Facilities and Estates, Operations, Human Resources, Compliance, Sports Centre, Equestrian

Responsible to: Headmaster

Main Duties and Responsibilities:

- Contribute as a pro-active member of the Senior Leadership Team, involved in both the strategic and operational leadership of the School, with specific responsibility to oversee the annual review and publication of the 5 year Strategic Plan and the annual School Improvement Plan.
- Ensure that all aspects of School life operate efficiently and successfully. This will involve providing logistical support for major projects/ events and being prepared to exercise broad 'trouble-shooting' responsibilities for resolving routine operational issues.
- Direct, motivate and develop the School's Support Staff management teams to ensure the efficient day to day provision of support services for the School, looking to continue to develop operational systems as appropriate.
- Liaise closely with the Finance Director to ensure proper oversight of the annual operating budgets, seeking out efficiency, sustainability and implementing cost-savings where appropriate.
- Manage, appraise and coach department managers to achieve appropriate and effective leadership of their teams in order to deliver team and individual performance together with staff satisfaction.
- Act as the School's Health and Safety Adviser and maintain and develop the School's health and safety policy and practice (except in relation to safeguarding) to meet the School's legal obligations. Chairing the H&S Committee.
- Project management of small and large projects which may include employment of professional teams and delivery of projects.
- Oversight of the facilities department to ensure appropriate maintenance and development of the School campus.
- Oversight of the domestic services including in-house catering and cleaning.
- Oversight of the commercial centres within the School ensuring profitability is in line with budget; lettings, Sports Centre, Holiday Club, facilities hire, school cafeteria.
- Oversight of the HR functions within the School; recruitment, School Central Register and HR Management. Complete investigations, chair hearings as and when required.
- Oversight of the School transport provision.
- Oversight of the Equestrian Centre in providing livery and competition experience to students at the School.
- Oversight of the preparation of documents for Board of Governors meetings.
- Compiling agendas and minutes for Senior Leadership Team and Senior Management Team meetings.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Other

This job description is illustrative and not exhaustive. The post-holder will be required to undertake such other comparable duties as the Headmaster or line manager requires and demonstrate a level of commitment commensurate with a senior leadership position.

Line Management Duties and Responsibilities

Area	Head of Department	Comments (Size of team)
Estate and Facilities	Estate and Facilities Manager	Management of Maintenance team, catering and domestic teams, general campus services and project management (45)
Operations	Operations Manager	Manages the school transport, letting and hiring of facilities, Holiday Club, uniform provision and project management (20)
Human Resources (HR)	HR Manager	Manages the HR Administrator
Compliance	Senior Administrator	Responsible for ensuring compliance around policies and procedures
Sports Centre	Sports Centre Manager	Management of the non-teaching activities in the Sports Centre (2 + coaches)
Equestrian Centre	Equestrian Centre Manager	Management of school livery yard and school equestrian team (3)

Person Specification

Qualifications

Essential

- Educated to degree level

Desirable

- NEBOSH certificate
- Facilities Management qualification

Method of assessment

- Production of the Applicant's certificates
- Discussion at interview
- Independent verification of qualifications

Experience

Essential

- Proven successful leadership experience in a senior position, managing, organising and motivating multi-disciplinary teams, including successfully managing change
- Wide range of facility management responsibilities
- Estates management including building maintenance, new building projects, relevant legislative requirements and liaison with architects, planning authorities and external organisations
- Preparing reports for and working with Board members
- Managing health and safety

Desirable

- Wide range of facility management responsibilities within an education environment
- Estate management within the education sector
- Managing sustainable energy systems
- Managing projects in education establishments
- Data protection
- HR management

Skills

Essential

- Strong analytical and problem solving
- Proven business and administrative expertise
- Numerate with demonstrable and relevant experience in budget management
- Effective project management skills
- Ability to utilise IT for maximum efficiency
- Ability to write clear reports for appropriate audience
- Highly developed interpersonal and communication skills: diplomatic, open-minded and able to persuade, negotiate and influence others
- High level decision-making skills: confident and willing to take difficult decisions when necessary
- Strong organisational skills including managing a varied long term workload

Knowledge

Essential

- Estate management processes and procedures
- Managing a sustainable future
- Operating in a complex and fast-moving business environment

Desirable

- Health and safety
- School compliance legislation
- Good knowledge of school systems

Personal competencies and qualities

Essential

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Supportive of the Quaker ethos and principles
- Ability to stay calm in a crisis
- Flexible, strategically minded and solution-focused in approach
- Sets high expectations for him/herself and others, able to work under pressure and expects to lead by example
- Able to self-evaluate and willing to learn

Benefits / Terms & Conditions

This is an excellent opportunity for someone who wishes to join a thriving day and boarding school in one of the most attractive regions of England.

Hours

You will be required to work at such reasonable times as are necessary for the proper performance of your duties. This may include work both in the evenings and at weekends during term-time.

Holidays

You are entitled to 40 days holiday including Bank Holidays. Any additional holidays are non-contractual.

Salary

The post is offered at a salary commensurate with experience and on the Sidcot Senior Leadership Scale range of £62,000 to £69,000.

Training and CPD

The post-holder will be required to undertake ongoing continual professional development and attend training courses as appropriate.

Pension

The post-holder will be eligible for membership of the Pensions Trust Scheme.

Safeguarding

As part of the School's commitment to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a DBS Enhanced check.

Application Process

Please complete the Application Form in full, which can be downloaded from the School website and send to:

jobs@sidcot.org.uk

- The closing date for applications is 4 November 2020 at 12 noon.
- First interviews will take place on 26 & 27 November 2020.
- Second interviews will take place on 3 & 4 December 2020.

For more information please visit the Sidcot website:

www.sidcot.org.uk

Sidcot School
Oakridge Lane
Winscombe
North Somerset
BS25 1PD



+44 (0)1934 843102 | info@sidcot.org.uk | www.sidcot.org.uk

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