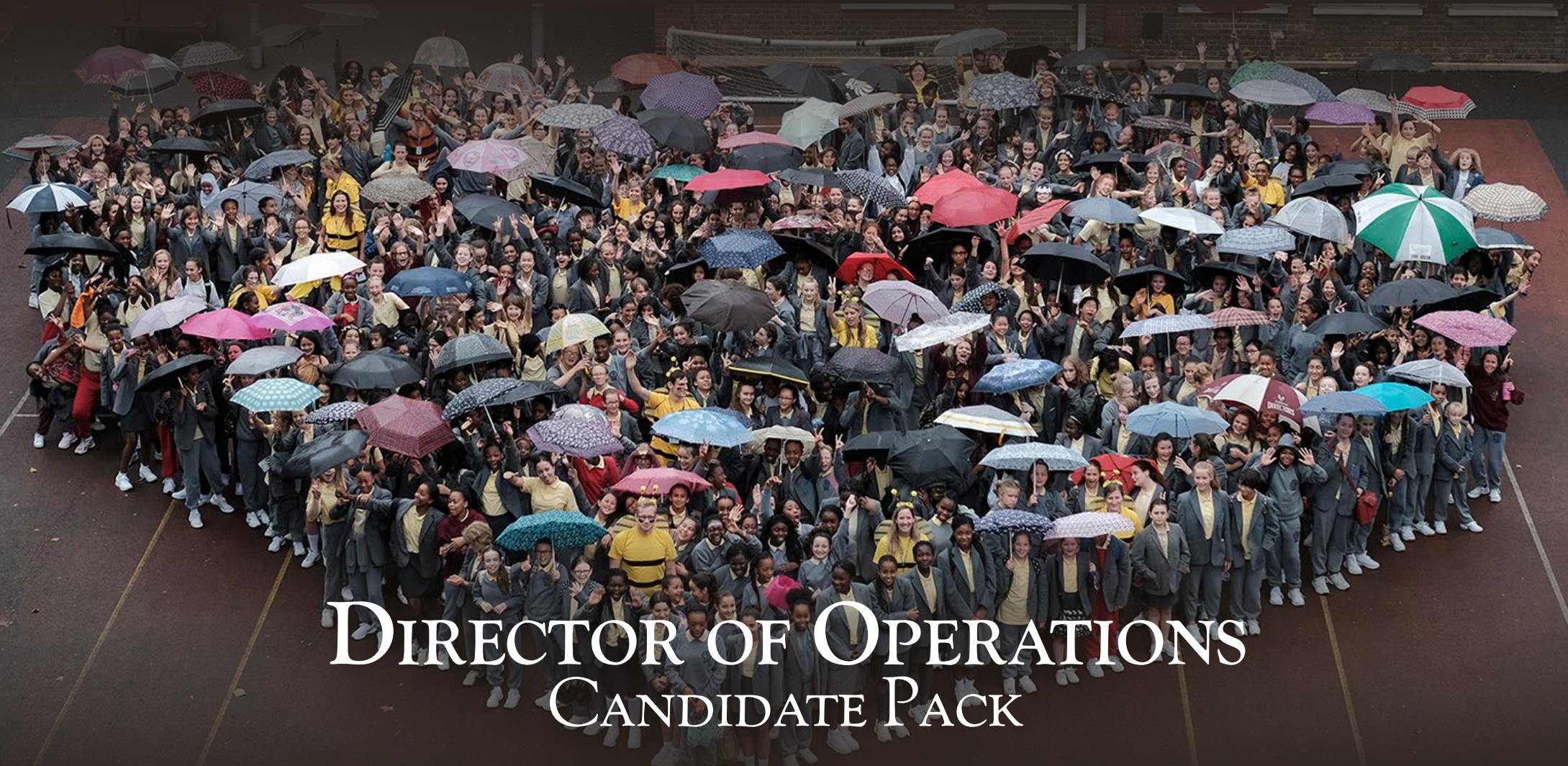




THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



DIRECTOR OF OPERATIONS CANDIDATE PACK

ABOUT THE GREY COAT HOSPITAL

The Grey Coat Hospital, founded in 1698, is a Church of England, single academy for girls aged eleven to eighteen which welcomes boys into the Sixth Form. The Grey Coat Hospital has close links with the United Westminster Grey Coat Foundation who provide governance and financial support and collaborative professional development. The Foundation holds an endowment which is invested to provide schools with additional finance.

The aim of The Grey Coat Hospital is “to enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women and men and meet the challenges of the twenty-first century.” This aim is for excellence both in and out of the classroom, seeking to develop the qualities of inquisitiveness, resilience, independence, humility, and kindness. The school has dedicated staff, supportive parents and experienced governors who work together to ensure that each student experiences a challenging learning journey in a reflective, creative, and vibrant atmosphere.

St Andrew’s is a Grade 2 listed building and former workhouse and St Michael’s is purpose built. The buildings are 0.4 miles apart.

We are seeking a high performing and experienced person to join the senior leadership team as Director of Operations. Reporting directly to the Headteacher the post holder will provide strategic and operational leadership for the operations and finance function of the school.



WELCOME LETTER FROM CHAIR OF GOVERNORS AND HEADTEACHER

Thank you for your interest in joining the senior leadership of The Grey Coat Hospital.

We are immensely proud of the education we deliver in line with our vision “to enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women and men and meet the challenges of the twenty-first century”.

The Grey Coat Hospital, founded in 1698, is a Church of England comprehensive single academy trust school for girls aged eleven to eighteen which also welcomes boys into the Sixth Form. We are a highly oversubscribed and growing school with over 1,130 students in Years 7-13.

We are an “outstanding” school (OFSTED October 2022) which reflects our strong values, leadership, wrap-around pastoral care, rigorous academic curriculum, and vibrant wider provision. We have a language specialism and are proud of our outstanding examination results which regularly place us in the top 10% of non-selective schools nationally.

We are determined to build on our history and track record to develop our offer to meet the educational challenges and opportunities of the future including the ongoing pressures on funding in the education sector and potentially major changes to national school governance frameworks. In doing this we are fortunate to have the close support of the United Westminster and Grey Coat Foundation which means that we are part of a family of one other academy trust and three independent schools and able to draw on their collaboration.

We look forward very much to meeting you and introducing you to our wonderful school.

Rod Clark
Chair of Governors

Susanne Staab
Headteacher





JOB DESCRIPTION

LOCATION: WESTMINSTER, LONDON

SALARY: COMPETITIVE

The Director of Operations will provide strategic leadership for the operations and finance for the academy. Reporting directly to the Headteacher, the post holder will be a key member of the senior leadership team and accountable for the operational and financial performance of the school, thus providing the operational platform for the school's academic success.



JOB DESCRIPTION



Finance:

Accountable for the school's financial performance and reporting to the Governors' Finance Committee

- Preparing the five-year strategic financial plan.
- Working with external auditors and the preparation of statutory financial statements in accordance with the Academy Trust Handbook.
- Reviewing interim and annual accounts.
- Presenting financial reports to aid decision making.
- Overseeing the finance team and financial operations including cash flow, invoicing, credit control and payroll.
- Overseeing the management of lettings of school premises for income generation.
- Liaising with UWGCF Finance Director as required.

Compliance and Risk

- Ensuring that the school is compliant with the requirements of the Academy Trust Handbook.
- Reviewing and updating the Risk Register and Emergency Action Plans.
- With the Foundation ensuring adequate levels of insurances are in place.
- Overseeing the management of health and safety, property, and facilities.
- Reporting termly on health and safety matters to governors.
- Ensuring the recruitment and training of first aiders and fire marshals.
- Ensuring appropriate risk assessments and health and safety audits are undertaken, as necessary.
- Liaising with the external DPO, and ensuring staff compliance with cyber security and GDPR.
- Ensuring the GCH website is compliant with DfE requirements.
- Fulfilling statutory data requirements, such as school workforce census.

JOB DESCRIPTION



Contracts and Procurement

- Managing the procurement of contracts, for example catering and cleaning, ensuring measures in place to monitor the quality of service.
- Ensuring that tendering taking place uses the approved DfE platform for IT, premises, and major purchases in accordance with the requirements of the ESFA and DfE.
- Working with surveyors on CIF and other premises related bids and projects.

Estate Management

- With the Site Manager, overseeing the maintenance and development of the school site.
- Monitoring local planning applications which may have an impact on the school and the local environment and highways.

HR and Payroll

- Ensuring all HR transactions are undertaken to a high standard, liaising with the outsourced HR administration and advisory service as required.
- Ensuring the preparation of the monthly payroll to the outsourced payroll provider and monitoring the payroll reports and delivery of payroll.
- Ensuring appropriate administrative support for the recruitment and selection process including all due diligence and safer recruitment processes.
- Overseeing the maintenance of the SCR.
- Leading on the development and review of employment and operational policies for the school, as approved by governors.
- Ensure Teachers' Pensions and the Westminster Local Government Pension Scheme queries are logged with the payroll provider and responded to in a timely manner.

JOB DESCRIPTION



Development

- Overseeing the work of the Development Officer, in building alumni relations, marketing and sponsorship to raise the profile and income streams for the school.

Admissions

- Managing the admissions process through the work of the Admissions Officer.

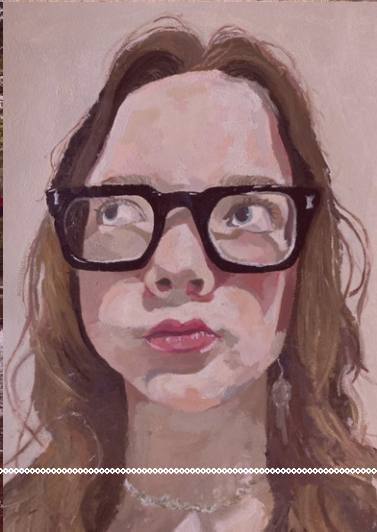
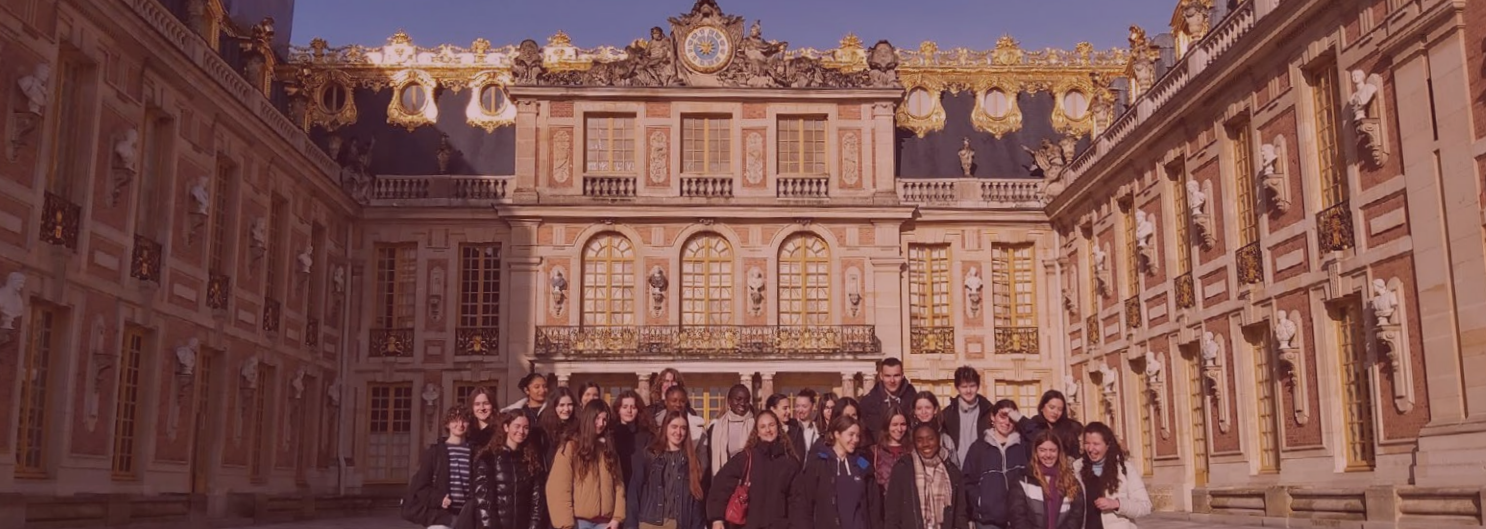
Line Management

- To line manage direct reports, review performance as per the school's PMR programme ensuring that appropriate and motivating professional development is planned and delivered.

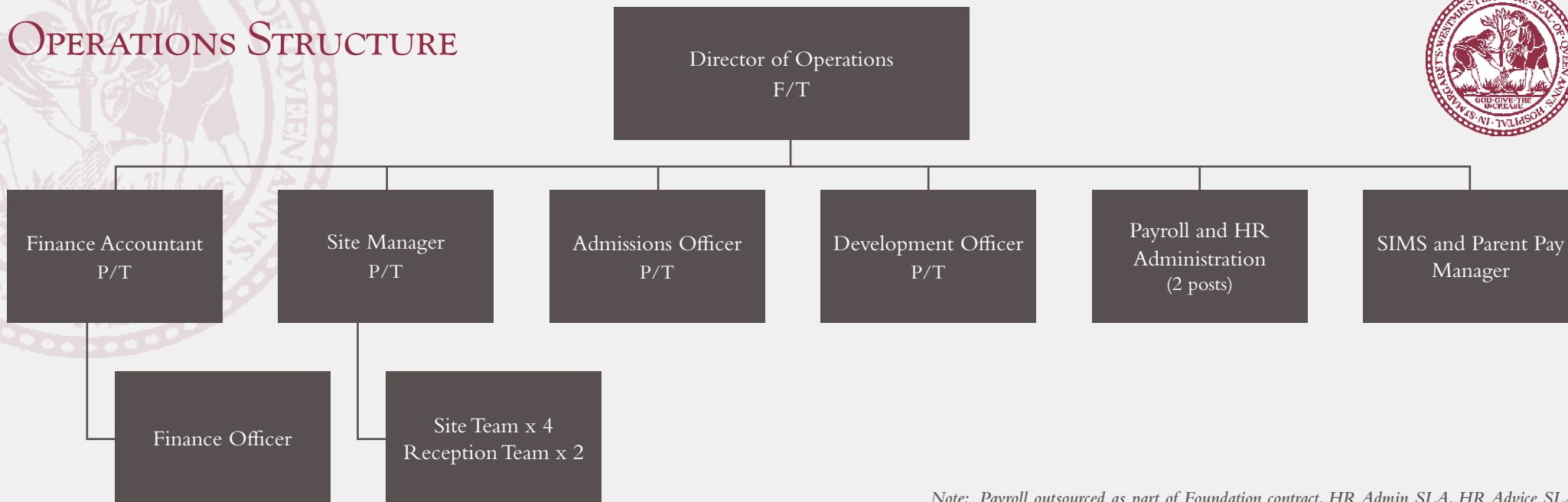
Senior Leadership Team

- To work as a fully integrated member of the SLT developing strategy and working through actions in line with the school's need.
- To attend meetings of the Governing Body and committees, presenting papers as appropriate.



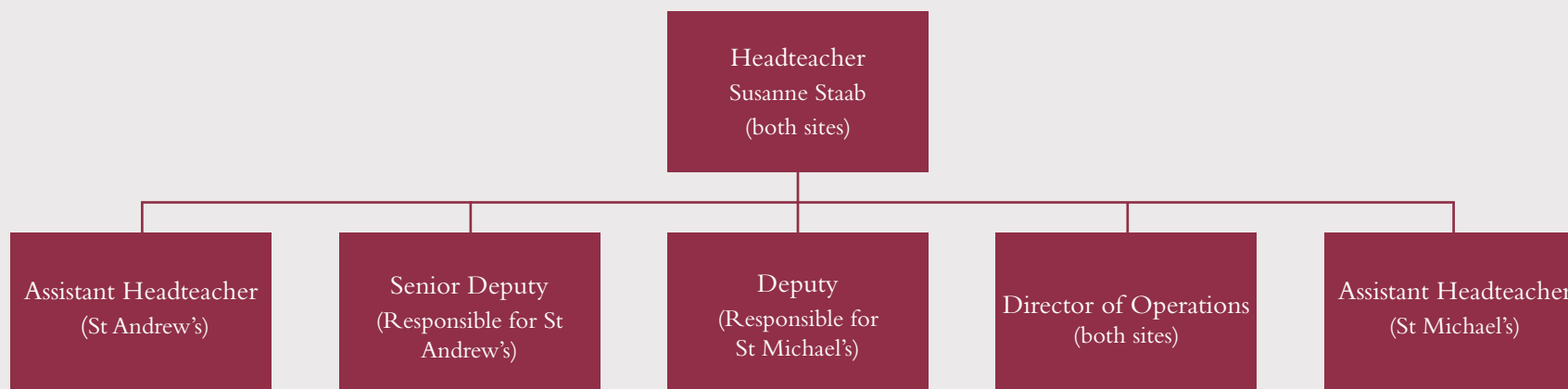


OPERATIONS STRUCTURE

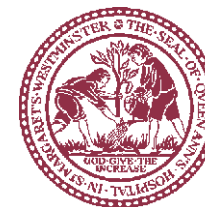


Note: Payroll outsourced as part of Foundation contract, HR Admin SLA, HR Advice SLA

SENIOR LEADERSHIP TEAM STRUCTURE

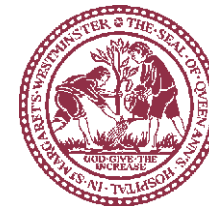


PERSON SPECIFICATION



Education and Qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
Recognised finance qualification (eg ICAEW, ACCA, CIMA or CIFA) or working towards this	E	A
Educated to degree level	D	A
SBM qualification or membership of Institute of School Business leadership	D	A
Professional Knowledge and Experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
A strong background in financial management, including budgeting, reporting, and forecasting	E	A/I
Evidence of strategic and operational management and leadership	E	A/I
Broad awareness of HR management and operations	E	A/I
Understanding of safeguarding and safer recruitment and related legislation and regulations	E	A/I
Experience in project management and a track record of delivering on capital development projects	E	A/I
Good understanding of procurement, contracts, risk-assessment, health and safety and traded services	E	A/I
Experience of working with external agencies, including regulatory and compliance	E	A/I
Deep knowledge and understanding of the Academies Handbook	E	A/I
Previous experience of working as a school business manager or director of operations role	D	A
Good understanding of schools and education policy	D	A/I
Good understanding of education sector funding, working conditions and pensions	D	A/I
Firm knowledge of effective financial procedures, controls, employment law, facilities management, and legal compliance	E	A/I
Experience of successful public sector funding bids	D	A/I
An understanding of the role of school governance	D	A/I
Understanding and awareness of the current Ofsted framework and the requirements of SIAMS	D	A/I

PERSON SPECIFICATION



Competencies, skills and behaviours	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Outstanding oral communicator with exceptional interpersonal skills	E	A/I
Excellent written communications, appropriate for the intended audience, grammatically correct and demonstrating a high level of written literacy	E	A/I
Communicates confidently with audiences of different sizes and with individuals	E	I/R
Delegates effectively and holds staff to account	E	I/R
Demonstrates energy and creativity in solving problems	E	A/I/R
Motivates and inspires individual colleagues and teams enabling others to flourish	E	I
A self-starter with the ability to prioritise effectively and meet deadlines	E	A/I/R
High level of EQ and self-awareness	E	I
Strong skills in the use of IT, Microsoft packages, finance, and HR/Payroll software	E	A/I
A strategic thinker with strong commercial awareness	E	A/I
Demonstrates a commitment to equalities, transparency, and confidentiality	E	A/I
<p>A person who:</p> <ul style="list-style-type: none"> • is reflective with a high level of personal resilience and able to accept constructive feedback from others in order to further improve the performance. • Prioritises “the team and school” above self and contributes wholeheartedly to the life, culture spirit and ethos of our school. • thrives on challenge, with the necessary drive and determination to get things done. 	E	I

HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Rebecca Beach: rbeach@academicis.co.uk or 01223 907979 / 07733 628155

Please email your application to:
Rebecca Beach: rbeach@academicis.co.uk

Closing date: 22nd April 2024

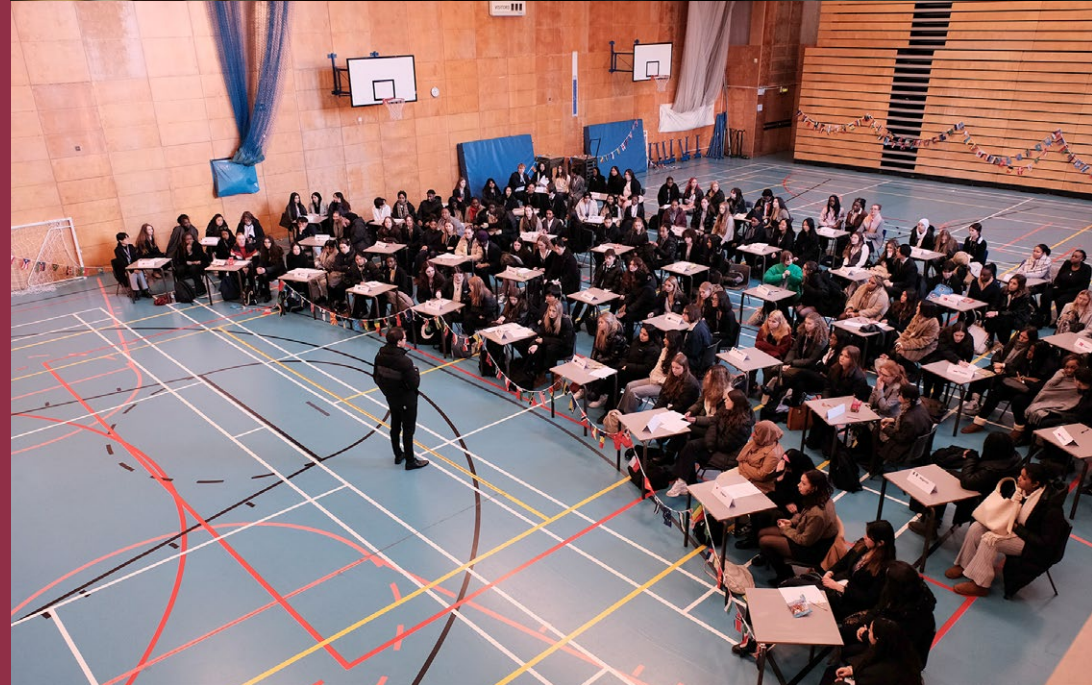
Shortlisting date: 24th April 2024

Interviews: 29th April 2024



St Andrew's Building
Greycoat Place
London
SW1P 2DY

St Michael's Building
98 Regency St
London
SW1P 4GH



UNITED WESTMINSTER &
GREY COAT FOUNDATION