



Michael Hall
WALDORF SCHOOL



Head of Operations

Annual salary of £45,000

Start date: ASAP

Closing date: 20th March 2024

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www.michaelhall.co.uk email: contact@michaelhall.co.uk

Kidbrooke Park, Priory Road, Forest Row, East Sussex, RH18 5JA. Tel 01342 822275 Fax:
01342 826593

Company Number: 539034. Registered Charity Number: 307006

Dear Candidate,

Head of Operations

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Working hours:	37.5 hours per week - 8am to 4pm or 9am to 5pm with outside hours as and when required.
Contract Type:	Full time with 5.6 weeks annual leave including bank holidays. Full time support staff are considered for additional holiday (paid) over Christmas – this is non contractual and variable each year.
Contract type:	Permanent.
Salary:	£45,000
Start date:	asap
Probationary period:	6 months

I look forward to receiving your application.

Yours faithfully,

Rowan Michael
Head of People and Culture

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Application process

To apply for this role, you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to hr@michaelhall.co.uk or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us in the week following the application deadline, your application has been unsuccessful on this occasion.

Previous applicants need not apply.

We reserve the right to appoint before the closing date.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

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Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of Head of Operations. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.



The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the

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age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes

Principal

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Main purpose

The Head of Operations (HoO) is responsible for managing the strategy and operation functions of our school, including, logistics, estate oversight, admissions, marketing and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently. Managing a diverse team and enabling other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Project manage the Site Development Plan and contribute to the plan's strategy alongside the Business Leadership Team, the Estate Manager and the Principal.
- Contribute to development and implementation of the school's vision and strategy, with particular responsibility for the business and operational performance.
- Contribute to the development of whole school policies.
- Be responsible for the line-management of support staff.
- As a member of the senior leadership team, attend all leadership team meetings and report to Trustees in a regular and timely manner, to facilitate their effective governance of the school.
- Highlight current and potential business opportunities and risks. Maintain the school's Risk Register.
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in-line with the vision and values of the school, and encourage others to do the same.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Lead critical incident and business continuity planning.

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Financial management and commercial activities

- Working with the Principal and Business Leadership Team to support implementation of the budget and business plans when approved by Trustees.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school development plan.
- Find and apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

Legal Compliance

Ensure compliance with the following:

- UK VI requirements
- ISI Regulatory compliance
- Property Law, building regulations and local authority legislation
- Data Protection law
- All Company and Charity Law requirements
- Health and Safety and Fire legislation
- Vehicle Fleet safety Requirements
- Manage the school's compliance with all statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

Human resources

- In collaboration with the Head of People and Culture and the Business Leadership team, ensure salaries for new and current staff are benchmarked to remain affordable, appropriate and/or competitive.
- In collaboration with the Head of People and Culture and the Principal conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Estates Management and Health and safety

- Oversee the maintenance and improvement of all facilities and buildings to ensure that they provide a suitable, safe and secure environment.
- Lead the school's commitment to sustainability.
- Draw up outline specifications for new buildings or developments, obtaining tenders, planning permission and ensuring comprehensive project management.

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- Supervision of housekeeping, transport and catering.
- With the Principal and premises team, supervise the maintenance of the school site.
- Oversee the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school.

Other Duties of the role

- Oversee the schools ICT strategy and contract, including a long-term plan for ICT management and contracts pertaining to printing/copiers etc.
- Oversee the school's catering contract to ensure suitable food provision for all students, including appropriate financial management and quality control.
- Act as the Company Secretary for the school and all subsidiary organisations.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Act as school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.
- Respond appropriately to parental contact.
- Build and maintain relationships with the wider community.
- Organise, assist with and attend school functions open to parents and members of the public as required.
- Membership of staff committees and working groups as required.

The Head of Operations will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

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Personal Specification

Qualifications and training	
A degree or equivalent experience in a relevant field.	Essential
Experience	
Successful leadership and management experience in a school, or in a relevant field outside education	Essential
Experience of effective financial management and analytical skills	Essential
Involvement in school self-evaluation and improvement planning.	Essential
Line management experience.	Essential
Experience in estate management and/or building development.	Desirable
Previous experience of organisation-wide strategic planning.	Essential
Experience of identifying, mitigating against and managing risk	Essential
Skills and Knowledge	
Business and commercial acumen	Desirable
Proven HR responsibility including an awareness of relevant legislation and basic employment law	Desirable
A good knowledge of H&S and Data protection management.	Desirable
Knowledge of financial management.	Essential
Demonstrate knowledge of governance and compliance.	Desirable
Excellent attention to detail.	Essential
Previous use of ISAMS and other.	Desirable
Effective communication and interpersonal skills.	Essential
Ability to build effective working relationships with staff and other stakeholders.	Essential
Experience of change management.	Essential
Personal Qualities	
Commitment to safeguarding and equality	Essential
A commitment to upholding the ethos and values of the school, in particular Steiner Waldorf Education.	Essential
Problem solving skills and a “can-do” approach. Ability to think quickly, and adapt to changing situations while leading others.	Essential
Team player with collaborative approach.	Essential
Robustness to meet challenging goals and manage potentially difficult situations.	Essential

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The ability to lead by example, empower others and command respect.	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	Essential
Commitment to maintaining confidentiality at all times.	Essential

Notes:

This job description may be amended at any time in consultation with the postholder.

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