



Ripon Grammar School

Appointment of Director of Strategic Operations (DSO)

The Headmaster, staff and Governors are very proud of Ripon Grammar School and the success of its students. We look forward to appointing an enthusiastic, committed, and innovative Director of Strategic Operations (DSO) to share in the development of the school over the next few years. The successful applicant for this new post will be an active member of the RGS Senior Leadership Team and provide advice to the Governing Board and its Committees.

Purpose of the Role

To lead, manage, co-ordinate and develop all key support functions thereby delivering a high quality and efficient business support service to the Headmaster, the Senior Leadership Team (SLT) and the Governing Board effectively and dynamically.

Responsible for:

- **Contracts and procurement**
- **Finance**
- **Site / facilities management including Lettings**
- **Support Services Operations and Personnel**
- **Support Services Infrastructure**
- **Health and Safety**
- **Governance, Policies & Compliance**
- **Human Resources and Office administration**

General description of the role

As a member of the SLT:

The DSO will work in close collaboration and partnership with the Headmaster and other members of the Senior Leadership Team on a range of issues and projects. As part of that team, the DSO will be expected to undertake regular SLT duties and attend SLT and development team meetings. As such, interaction and engagement with students will be part of the role and the successful applicant will be able to demonstrate a strong empathy for student wellbeing.

Strategic development:

S/he will play a significant role in the strategic development of the school. The post represents an exciting opportunity to take on significant responsibilities in a very successful school. As a full member of the Senior Leadership Team, the DSO's creativity and strategic input will be invaluable in supporting the school's continued development to deliver high quality curricular and co-curricular education, first class facilities and a successful boarding provision.

Financial development:

RGS is a state selective day and boarding school with a budget of over £6.5 million per annum. It is essential that the person appointed has experience of dealing with financial matters, including long term strategic financial planning and securing value for money. They will have responsibility for the lettings and income generation associated with this, and ensure effective administration of the boarding provision at Ripon Grammar School. Functions such as cleaning, catering and grounds maintenance are organised through contracts with external suppliers. The DSO will manage and regularly review these contractual arrangements as well as being responsible for the competitive retendering of all these and similar third party external contracts.

The school has a small but efficient finance and procurement team led by an experienced Finance Manager who has day to day operational responsibility for financial control and the management of the school's finances. The Finance Manager reports directly to the DSO.

Development of human resources:

They will have overall responsibility for human resource management, including compliance. The DSO will also lead and manage the administrative support services and infrastructure across the school. The school employs around 30 non-teaching staff who undertake a range of administrative and supervisory functions. Depending on the nature of their role, some of these report directly to other members of staff, for example to subject leaders, or members of the Senior Leadership Team. However, the DSO will have overall responsibility for the general wellbeing of the non-teaching team.

The personnel and human resources function is currently covered by the Headteacher and the Headteacher's PA. The DSO will oversee HR processes within the school.

Estate development:

Ripon Grammar School has a highly effective Premises Manager. The DSO will be responsible for the premises team and will work closely with the Headmaster, Premises Manager and Board of Governors on further site development, as set out in the Estates Development Plan. They will also have oversight of all aspects of health and safety and site security.

Support and training

The successful candidate can be confident that they will receive appropriate induction and support. S/he will also be offered appropriate additional training to complement their own background as required by the role.

Governance

The DSO will attend meetings of the Governing Board and relevant committees as required.