



Ripon Grammar School

Job Description

Director of Strategic Operations (DSO)

1. Key Aspects of Role:

- Membership of the Senior Leadership Team and Strategic Development Team responsible for strategic planning and its implementation; advising on and implementing day-to-day support enabling the school to operate efficiently
- Provide strategic, commercial and sound business leadership to all non-teaching activities
- Development and implementation of effective and efficient business systems for the management of finance, personnel, administration, IT, premises and health & safety, and their compliance with national and local legislation, guidelines and requirements
- Provide professional leadership and management of school non-teaching staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school
- Support for, and contribution to, the school's ethos and its objectives, policies and procedures

2. Reports To:

- Line management and review of performance will be provided by the Headmaster

3. Professional Attributes:

- Clear strategic focus and passion to deliver change in terms of school improvement
- Excellent communication, organisational and time management skills
- Ability to work as part of a close knit team, and motivate and consult with staff

4. Specific Operational Responsibilities and Duties:

Procurement

- Lead the negotiation, award, management and review of all contracts to ensure successful outcomes and secure best value for money
- Procure goods and services on a value-for-money basis (economy, efficiency and effectiveness) to support education delivery within the context of regulatory frameworks and legislation
- Develop a procurement strategy, identifying purchasing routes and suppliers to ensure that the school obtains best value for money from its procurement activities
- Evaluate benchmarking data to inform procurement decisions
- Develop and manage leases, service level agreements, relationships with suppliers, ensuring best value

Finance

- Ensure the effective management, reporting and recording of the school's finances, including budget planning, monitoring, control and communication of financial information for decision-making
- Maintain a strategic financial plan that will reflect the requirements of the School Development Plan (SDP) and will forecast future year's budgets
- In partnership with the Headmaster and Finance Manager, prepare the school's annual budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Monitor and manage the budget implementation to ensure the successful achievement of objectives

- Develop financial management policies and effective systems of internal control to underpin sustainable long term financial health and probity
- Ensure that financial and performance reporting is accurate, clear, robust, relevant and objective and complies with regulatory requirements
- Ensure that all appropriate decisions are supported by accurately costed option analyses and business cases to ensure value for money
- Establish and maintain proportionate business continuity arrangements, including insurance cover
- Set the direction for effective and efficient financial administration, ensuring the school has a properly resourced and trained finance function
- Comply with financial reporting requirements and submit statutory returns
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the School Development Plan

Site/Facilities Management

- Provide strategic leadership to the premises team
- Market and drive the Lettings initiative to ensure optimal income from the School's assets (especially the 3G pitch) in out-of-school hours
- Assist with the preparation of maintenance and capital expenditure budgets / plans
- Ensure the provision of appropriate cleaning, catering and other services including grounds maintenance and planned preventative maintenance to ensure compliance and well-maintained buildings / boarding houses
- Ensure on site security measures are regularly reviewed and adjusted as appropriate

Leading Support services

- Act as a role model for the school business profession by leading, developing and coordinating high quality support services across the school
- Lead and manage cross functional teams to ensure delivery of ad hoc and complex projects
- Manage an organisational culture where health, safety and environmental considerations are prioritised to inform strategy, planning and decision making
- Promote a culture of value for money and excellence in resource management and procurement to ensure appropriate use of public funds
- Present timely and fully costed proposals, recommendations and reports to facilitate decision making by the Governing Board
- Oversee the school's register of operational risks, ensuring it is regularly updated and reassessed

Infrastructure

- Ensure the fundamental facilities and services necessary for the school to function are maintained to drive sustainability, and support teaching and learning excellence
- Lead, develop and implement an effective asset management strategy and detailed asset register
- Actively contribute to the longer term Estates Development Plan [EDP] by leading on the assessment of future improvement and maintenance needs
- Direct and oversee capital projects to ensure they meet contractual obligations and are delivered on time and within budget
- Ensure procedures are in place to report and respond to facilities-related issues and ensure the ongoing maintenance of a condition survey and report
- Lead and implement a costed rolling programme of premises maintenance
- Work with the school's IT Manager to develop medium / long term plans for the enhancement of the school's IT systems, considering new and emerging technologies
- Act as the school's H&S Coordinator and Fire Officer, managing the school's compliance with health and safety regulations
- In collaboration with the Headmaster and SLT establish contingency plans in case of emergencies, ensuring the continuing availability of utilities, site services and equipment, and identifying options for temporary accommodation that might be required

Boarding

- Support the Head of Boarding with Co-ordination / optimisation of all service functions from a Boarding House perspective

- Oversee finance on all bond / fee / payment / refund issues
- Support the delivery of the Boarding Development Plan (BDP)

Governance, Policies & Compliance

- Ensure that finance, HR, IT and estates policies are up to date (aligned to NYCC policies where necessary) and implemented across the School
- As the RGS Health and Safety Co-ordinator and Fire Officer ensure the safety and wellbeing of staff and students and the implementation of the RGS H&S policies, in particular by carrying out periodic monitoring exercises / topic audits and investigate accidents / incidents of significance and communicate findings

Human Resources

- Human resource management ensuring regulatory and legal compliance and managing, supporting and developing staff to ensure delivery of the school's strategic priorities in line with the vision and School Development Plan (SDP)
- Support the Headmaster in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Manage recruitment, induction, performance management, and CPD for all non-teaching staff
- Ensure that safer recruitment processes are in place and that DBS records and the single central record are maintained and updated as required
- Ensure that accurate and secure payroll, personnel and pensions data are maintained for all staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff and take action as appropriate
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Ensure all aspects relating to work status and registration, immigration and sponsorship are followed.
- Seek specialist expertise in relation to HR issues as required

General Expectations

- Safeguard and promote the welfare of students, and follow school policies and the staff code of conduct.
- Being a presence around the school during the working day, including before and after school, lunchtime rota etc. as part of SLT duties
- Attendance at major school events
- Contribute to the creation and implementation of the School Development Plan and take responsibility for appropriately delegated aspects of it
- Work with governors to support and advise them in the discharge of their statutory responsibilities, providing reports as appropriate
- Regularly review own practice, set personal objectives and take responsibility for own development
- Manage own workload and that of others to allow an appropriate work/home life balance

Any other roles as may be reasonably requested by the Headmaster

Salary : NYCC Grade SM2, points 50-54, £59,526 - £67,802 p.a.

Full Time.

Annual leave : 24 days plus Bank Holidays.