

SWANBOURNE HOUSE



Candidate Pack

DIRECTOR OF SUPPORT OPERATIONS

“THANK YOU FOR YOUR INTEREST IN THE ROLE OF DIRECTOR OF SUPPORT OPERATIONS AT SWANBOURNE HOUSE.



At Swanbourne House our mission is to unlock and develop the confidence and individual talents of each child by providing our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.

In the context of a character and values education we ensure that our day and boarding pupils are well prepared for their next school and adult lives in a fast-moving and challenging globalised world.

Additionally it is our aim to provide our staff with the support which you need so that you can respond enthusiastically to the challenges which being part of a busy school entails.

At Swanbourne House we take a particular pride in our reputation for a broad education and we recognise that this is built very much on the commitment and skills of our staff.

”

Mrs Jane Thorpe
Head at Swanbourne House School.

OUR VISION

- > To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- > To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- > To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world.

DISCOVER THE #SWANBOURNESPIRIT

Swanbourne House School is a co-ed prep school for ages 4 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a **progressive approach** that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in Year 7 and Year 8. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.

DIRECTOR OF SUPPORT OPERATIONS

THE ROLE

To be a member of the School's Senior Leadership Team, and work with the Group Director of Operations and Head by leading and co-ordinating the work of IT, admin, maintenance, grounds, cleaners and contract caterers to ensure a high quality of delivery of services including grounds, buildings, security, transport, health and safety.

DUTIES & RESPONSIBILITIES

Co-ordination of Operations

- Liaise with all relevant departments to ensure the school is prepared to meet the educational and community needs including, but not limited to, fixtures, school events and visiting groups.
- Chair the weekly Operations Meetings to manage diary arrangements.
- Chair Termly Health and Safety Meeting.
- Prepare reports and project proposals for the Estates Committee.

School Buildings, Grounds and General Duties

- Work with the Head of Grounds and Maintenance during school terms and holiday periods on a program of work to ensure the School buildings and grounds are maintained and safe at all times. To include the planning of maintenance, security arrangements and to oversee the procurement and management of external contractors.
- To ensure there are suitable systems in place to maintain the security of the site at all times.
- To ensure the school grounds and buildings, including playing fields and all-weather surfaces are maintained to a high standard.
- to ensure the grounds and halls are prepared in readiness for lessons, events and fixtures.
- To ensure the relevant areas of the School are prepared in readiness for concerts and performances.
- Ensure that systems are in place to keep access routes and pathways safe and clear of obstructions.
- Ensure that the operation of the School swimming pool provides a safe environment by monitoring pool maintenance and safe pool use.

- Work with the School caterers to ensure the food provided for the School and for events is appropriate, of a high standard and within budget.
- Oversee the School vehicles ensuring they have valid insurance, MOT, tax and service checks when required.
- Maintain an accurate list of approved School vehicle drivers.

Development and use of the School Site

- Manage the use of the School buildings and grounds to meet the needs of the business
- Oversee the occupancy of School properties by colleagues.
- Be responsible for the planning and costing of future refurbishments and building works.

Health & Safety

- Oversee the day to day operational health and safety compliance. Ensuring the updating of all relevant H&S policies and ensure that all departments conduct H&S in line with the policies.
- Oversee the School's compliance for managing asbestos, including updating the School's asbestos register.
- Assist with risk assessments throughout the School and ensure that they are undertaken and reviewed by the relevant departments.
- Undertake H&S internal audits and prepare reports for presentation to the governing body.
- Chair the Health and Safety Committee Meetings
- Attend the Group Health and Safety Committee Meetings
- Ensure relevant legislative and compliance checks are carried out, reviewed and up-to-date, e.g. fire, legionella.
- Support our People Partner to ensure all Health and Safety training is received/delivered for all staff and is kept up-to-date.
- Maintain all records relating to maintenance and grounds to the standard required by ISI Compliance Inspectors and that all necessary controls are in place and documented.
- Responsible for ensuring all correct documents are in place for HSE inspections and the Fire Authority.
- Ensure all designated departments are compliant within the ISI framework, COSHH.

Events and Commercial Activities

- Ensure School events and external lettings are appropriately managed including planning, caretaking, catering, security and cleaning requirements. Liaise with the appropriate staff to ensure that events run smoothly and safely to ensure the requirements of the event organiser are met.
- Work with the Stowe Enterprise Limited (SEL) to maximise income from lettings of the facilities.

Safeguarding

- Ensure external contractors are aware of their safeguarding and legislative duties.

Professional Development

- Help keep your knowledge and understanding relevant and up-to-date by reflecting on your own practice and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal & Professional Conduct

- Uphold public trust in the independent education sector and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

PERSON SPECIFICATION

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified to work in the UK • Experience of estates and operations management • Experience of budget management, procurement and cost control • Hold a NEBOSH certificate or equivalent health and safety qualification • Ability to work in a fast-paced environment and multi-task <p>DESIRABLE:</p> <ul style="list-style-type: none"> • First Aid • Knowledge of working in an independent prep school
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good general ICT skills • Good organisational skills • Flexibility to deal with daily changes in requests and prioritise • Meticulous attention to detail • Excellent verbal communication skills • Ability to build effective working relationships with adults • The ability to remain calm in stressful situations • <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Knowledge of a general buildings maintenance and regulations
Personal Qualities	<ul style="list-style-type: none"> • Hardworking, punctual and reliable • Able to work as part of a team • Sensitivity and understanding, to help build good relationships with employees • Commitment to the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupils' wellbeing and equality
Professional Practice	<ul style="list-style-type: none"> • Experience in managing a department or a specific area of responsibility within a large department. • Experience in conducting performance management interviews.

YOUR APPLICATION

DATE OF APPOINTMENT

ASAP

SALARY

£39-41K (dependant on qualifications and experience)

CONTRACT TYPE

40 hours per week, 52 weeks per year.
Permanent

REPORTING TO

Group Director of Operations, Stowe School

ACCOUNTABLE TO

Head, Swanbourne House School

LINE MANAGER OF

IT, Grounds & Maintenance, Admin Support, Domestic, Catering

APPLICATION

Please submit a cover letter and a completed application form to
personnel@swanbourne.org by 9am Monday 22nd February

FOR ENQUIRIES ON YOUR APPLICATION:

01296 720264

PERSONNEL@SWANBOURNE.ORG



SWANBOURNE HOUSE

THE *Stowe*
GROUP