



The Purcell School
for young musicians



Director of Operations

Permanent from January, 2022

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Director of Operations

We are pleased to create this exciting new role and seek a person who shares our enthusiasm and positive attitude for supporting both students and staff. The key to success as the Director of Operations lies with the intelligence to create and cultivate relationships based on trust, consistency and fairness as well as an ability to be able to fix problems and “make things happen” Being a small organisation, it is important for us to maintain and develop our culture of collaboration and support, especially in these extraordinary times.

The Director of Operations will lead the day to day operational teams in the school, enabling the Bursar to focus on the school strategy and finances. The role will include managing estates, catering, housekeeping, school office and supporting other departments. The Director of Operations will effectively be the second most senior support person in the school, and therefore will benefit from a significant level of independence in decision making. The role works very closely with Bursar and in Bursar’s absence they will take charge of all support aspects of the school.

The ideal candidate will have a gravitas and confidence to work with, and support a wide range of teams. A high level of professionalism, resilience and flexibility is essential for this post due to the constantly changing landscape for modern musical and academic provision within a very busy environment.

The Governors have recently approved an ambitious new strategic plan, and the Director of Operations will have an opportunity to take an active part in development of our unique organisation. Suffice to say that a typical day does not exist for this post because every day will be unique. If the above sounds appealing to you, and you enjoy working amongst talented and passionate people who can make tangible impact on students and staff, this would be a fantastic opportunity for you.

TERMS AND CONDITIONS

Salary £45K to £55K depending on experience

Permanent Full time, 37 hours/week

6 weeks holidays + 1 week during Christmas Break

Contributory Pension Scheme where employee pays 5%, and employer 10%

On site lunch provided free of charge during term time

Complementary tickets to London Concert venues such as Wigmore Hall during school concerts



HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement to the Bursar as soon as possible. Please do not send a separate curriculum vitae. Closing date for applications is **10th December, 2021**

Personal statements should outline your experience, subject knowledge and evidence your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview on or during week commencing 13th December, 2021. Due to the current guidance the initial interview may take place online, however we are open to social distancing interviews if possible. We will advise more if you are shortlisted. Candidates will be required to bring evidence of identity and qualifications to the interview.

Please note that the School reserves the right to appoint a candidate or withdraw the post before the closing date for applications.

Applications should be made to the Bursar, Adam Wroblewski and sent by email to:

recruitment@purcell-school.org

If you have any questions regarding this post, please email them to: recruitment@purcell-school.org

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

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

JOB TITLE: Director of Operations

To support the Bursar with day to day oversight and management of the operational teams in the school. The Director of Operations will play a key role in the implementation of the School's Strategic Plan and, in particular, all elements of the plan relating to the property, facilities, structural and business management matters. The post will work closely with the Bursar and will deputise when required.

Job Description

The Director of Operations is a senior role which incorporates a wide range of responsibilities, and therefore this job description may be adapted to more accurately reflect on the person's current skills and experiences. In broad terms, the main responsibilities will incorporate:

- Working closely with the Bursar, and support with day to day management of the operational teams, and oversight of other support staff in the school
- Building effective and supportive relationships with colleagues outside the support staff domain, predominantly teachers, musicians and pastoral staff and work to ensure a high quality, positive approach and effective communication is maintained
- Project management: To identify and lead on own projects to enhance the efficiency of the school operation across multifaceted projects within and outside the school. Co-ordinate and oversee the planning and implementation of projects such as refurbishment projects or structural and procedural changes. Assume responsibility for the management of some key external suppliers, contractors and vendors in. To have overall responsibility for managing contracts and some whole-school events
- Student focussed decisions: To understand students' needs and priorities as they apply the School's operation. Plan, design and implement projects to directly support students
- Ensuring compliance with appropriate legislations and best practice requirements related to the school operations. Oversee risk assessments, relevant policies and processes for the operations of the school
- Contributing to and/or leading on day to day support staff personnel management, the recruitment and retention of support staff, and the management of some employment related matters with the support of the Bursar, if required
- Establishing, implementing and monitoring an effective administrative processes across a spectrum of operational and support teams
- Manage the Estates Manager, Catering Manager, Housekeeping Supervisor, School Data Manager, School Office, Site Security
- Contribute to the management of: Personal Assistant, PR & Communications Manager, HR & Compliance Manager, Finance Manager, Fundraising Manager, Music Office, IT Manager

PERSON SPECIFICATION

Experience & Knowledge

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| Educated to degree level (or equivalent experience) with a relevant professional qualification in operational/people management |
| Proven experience in operational teams management, including estates, catering, administration and housekeeping |
| Experience of developing and managing positive and supportive relationships with a wide range of people |
| Evidence of continued professional development of self and others |
| A track record of successful projects design, implementation and monitoring (physical such as buildings, refurbishments) |
| Commercial sector experience (desirable) |
| Knowledge of the Human Resources processes (desirable) |

Ability & Skills

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| Strong leadership and people management skills with the ability to lead and motivate middle managers |
| Ability to deal in an appropriate manner with a wide range of people |
| Ability to deliver change, and enhance current processes and procedures |
| Commercial awareness and ability to effectively work with external contractors |
| Proven tact and diplomacy skills |
| Excellent planning, organisation and project management skills |
| Able to work autonomously |
| Working knowledge of the law in relation to such matters as health and safety, contracts and recommended best practice (desirable) |

Personal Attributes

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| Gravitas and credibility to support and lead others |
| Honesty, integrity and discretion, maintain confidentiality at all times |
| Consistent and fair approach |