



## Recruitment Information

### Head of Operations (Facilities)

Employment Status	<b>Full Time, Permanent</b>
Required From	<b>September or October 2019</b>
Job Location	<b>Whole College</b>
Application Closing Date	<b>1200 Thursday, 04 July 2019</b>
Interviews Week Commencing	<b>w/c 15 July 2019</b>



# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
Headmaster

# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE DEPARTMENT

The Bursary Department is made up of a large team of highly professional, hardworking and dedicated experts covering the following business-related functions of the Foundation: Property & Facilities, Health & Safety, Finance, Human Resources, Information Technology, Administration, and Commercial Enterprise. The team consists of circa. 100 employees who support the successful day to day operations of the Foundation.

With the exception of St Dunstan's Enterprises staff and some grounds staff, who are located at the Jubilee Ground, all departments are situated on the main College campus, on Stanstead Road.

St Dunstan's Educational Foundation is at an extremely exciting phase in its development. Governors and College Leadership are working on ambitious expansion plans which involve significant capital build projects, increased commercial activity and overseas partnerships. The Bursar introduced a new Support Staff Structure in 2018 which includes two Deputy Bursars (Property and Risk) and (Finance and Resources) to assist her with leading the business operations of the Foundation and achieving the team's development priorities.

# THE ROLE

Reporting to the Deputy Bursar (Property and Risk), the Head of Operations (Facilities) will be responsible for the successful running of the Foundation's day to day facilities operations, including the leadership of the following teams:

- House Staff
- Grounds Staff
- Cleaning Staff

# EMPLOYMENT

This is a full time appointment and one that will require the successful candidate to work flexible hours, which may vary across the course of the academic year. Evening and weekend work, around important events and key dates are an essential component of the job.

# JOB DESCRIPTION

The Head of Operations (Facilities) will work closely with the Head of Operations (Administration) to ensure that all aspects of each Foundation event are successfully supported. The Post Holder is also responsible for line managing the Head of House Staff, the Head Groundsman and the Cleaning Supervisor and for ensuring the successful day to day operation of the following Departments:

### House Staff

The House Team, led by a Senior House Staff member, are responsible for portering as well as setting up facilities, to ensure rooms are appropriately laid out for a variety of events and activities. This team also ensure the buildings are locked and unlocked at appropriate times each day.

### Grounds Staff

The Grounds Team, led by the Head Groundsman and his Deputy, ensure a high standard of sports pitches, lawns, beds and amenities are maintained at all times. They manage the pitch programme, in communication with the Sports Department, according to the changing seasons during the academic year.

### Cleaning Staff

The Cleaning Team, led by the Cleaning Supervisor, are responsible for maintaining high standards of cleanliness throughout the College.

## Additional responsibilities include:

- H&S and compliance issues relating to the Foundation's facilities
- Regular hazard checking of buildings and facilities, in order to assess and check the delivery of services
- Liaising with the Maintenance Manager for repair of defects and potential hazards
- Ensuring that staff attend all relevant training and that appropriate records are maintained
- The preparation and submission of project work plans, as appropriate
- Providing support to the in-house contract catering team on operational matters
- Site wide security and safety management
- Providing oversight and co-ordination of services in respect of event planning (both College and Commercial), liaising with appropriate personnel across the Foundation, including catering, academic and St Dunstan's Enterprises staff
- Providing appropriate input to the long term maintenance, repair and refurbishment plan, including necessary programming and budget advice.
- Oversee all budgets falling within the Facilities Team

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing school which requires flexibility in all of its employees.

# PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.

# PERSON SPECIFICATIONS

The following Experience and Skills are Essential/Desirable:

Qualifications	Essential	Desirable
A recognised facilities qualification		✓
A recognised health and safety qualification		✓
A full driving licence	✓	
Experience and Skills		
A minimum of two years' experience of working in a similar role	✓	
An excellent track record of managing and motivating a large team	✓	
Experience of managing site security, premises and contents	✓	
The ability to successfully manage large scale projects and events	✓	
An understanding of how to ensure the smooth, safe, day to day operations of a busy College	✓	
Experience of successful procurement and negotiating	✓	
Excellent organisation skills including the ability to work to tight deadlines	✓	
Good standard of IT skills including Word and Excel	✓	
The ability to manage and prioritise own workload and initiative and flexibility in order to meet deadlines which may, of necessity, change	✓	
Interpersonal Skills		
Self-starter who is highly organised, proactive and a team player	✓	
Drive and enthusiasm	✓	
Excellent customer service skills	✓	
Approachable and open to change	✓	
Good interpersonal and communication skills and experience of working positively and collaboratively with a range of colleagues	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Other Skills		
Evidence of willingness to work flexibly including evenings and weekends both on and off site as required	✓	



# THE PACKAGE

**Salary:** £40,801 - £45,900

**Pension:** Contributory Pension Scheme ISPS (DC)

**Benefits:** Means-tested tuition fee remission and no registration fees\*  
Private Health Care Insurance (50% paid by employer)  
Free lunch and beverages during term time  
Staff Accommodation (subject to availability)  
Free off road parking  
Reduced health club membership  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation  
Use of College leisure facilities including gym, tennis courts and pool\*\*

*\* Permanent staff members only*

*\*\* Conditions apply*