

Clifton High School
co-educational nursery pre-school to sixth form

Candidate Information
Estates and Operations
Director



Clifton High School

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Contents

Foreword from the Head of School	3
Introduction to our School	4-5
Clifton High as a Business	6
Being a Clifton High Employee	7
Ethos and Aims	8
Job Description	9-12
Person Specification	13-14





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Foreword from the Head of School

If you are reading this job description, clearly there has been something about this opportunity that has grabbed your attention. I hope we can explain in this pack precisely what it means to be taking on this role. At Clifton High, we aim to deliver excellence in all that we do, but little of that is possible without the buildings and the facilities to do so. The successful applicant will have the chance to shape and improve the fabric of the School to improve the working lives of all our stakeholders.



Clifton High is a very special place. All schools will establish themselves along a clear guiding principal; often three words or a phrase that signposts their intentions for every child. 'Realising Individual Brilliance' is ours, and it is one I hear every day from staff and pupils. It is a phrase which defines our school and it is one which we relate to staff as much as we do to the pupils. The opportunity is always there for us all to realise our individual brilliance in whatever capacity we work in at the School. Teachers and Business Support staff alike have the chance to impact pupils lives through the work they do, and we are all a part of this bigger picture. The Estates and Operations Director will find themselves working with a wonderful team who are all heavily invested in the school. They will need to work well with colleagues across the school, liaising with Heads of Department to support learning, the catering staff to ensure kitchen facilities are suitable for the changing needs of the school, and those that use our swimming pool so that their needs are met, to name just a few.

Our buildings are a combination of beautiful Victorian houses that have been converted for school use, as well as newer buildings created specifically. In the coming months and years, we are looking to undertake a complete review of our facilities, both indoor and outdoor, and so experience of creating a schedule of works and the ability to manage multiple projects at once will be essential. We are looking for someone with ideas; someone who will innovate as well as simply organise and make change happen. Our leadership team is open to new ways of working and we welcome views from everyone. Currently we are redeveloping a beautiful Victorian building which we purchased in January 2020 to become our Sixth Form Centre from September 2021. The successful candidate will play a key role in delivering this project.

The job description you will find here seems like a lot to ask and no doubt the position may appear quite daunting. We don't think that any candidate will necessarily tick all the boxes, but a willingness to learn and to adapt will be vital for success and we are excited to help you grow in the next step of your career. If you would like any further information, please get in touch and we will do our best to answer your questions.

Matthew Bennett
Head of School



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An Introduction to our School

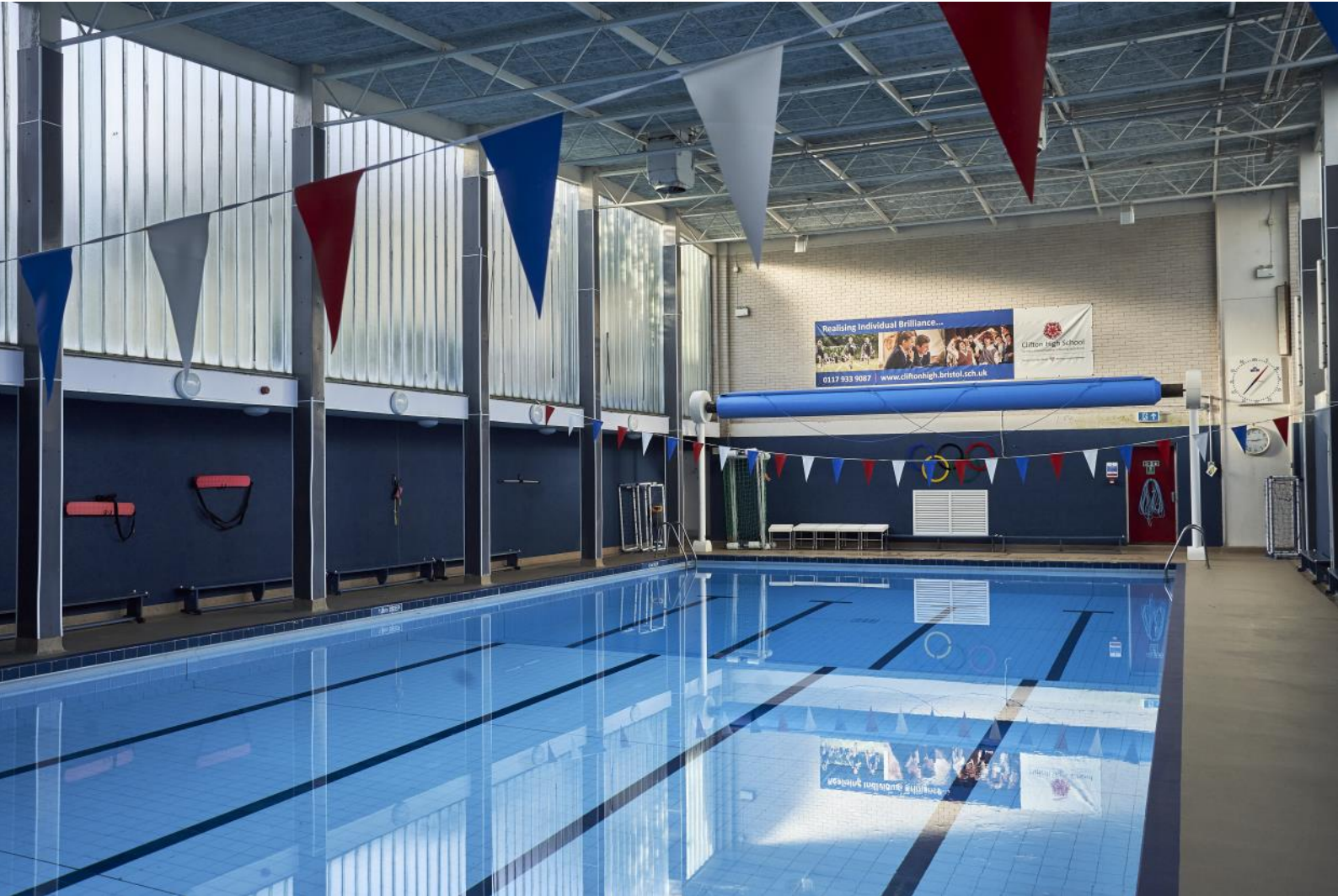
Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school of approximately 570 pupils, educating boys and girls from 3-18 years.

‘Realising Individual Brilliance’ is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

We have a distinctive approach to education to ensure each stage of a child's education adapts to their learning needs, both academic and personal. As children progress through the school into the Senior School, the Diamond Edge Model of Education is adopted in Year 7-9. This is where boys and girls are taught separately in core subjects, providing the best of single sex and co-education. Research has shown, and our experience has borne out, that this gives our pupils the best environment in which to learn. At the same time our boys and girls benefit from having social interaction on a day-to-day basis which is crucial for their personal, social and emotional development.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully.





Academic success is extremely important to us at Clifton High School and we have a selective admissions policy. Our students receive excellent results, and year on year the majority go on to secure their first choice of university, with a good number of Oxbridge candidates too.

There is a firm belief, however, that there is more to school life than just good grades and we put as much emphasis on our pupils' development as on their achievement. Our pupils and young people want to extend themselves beyond the classroom to acquire new skills and develop character traits which will equip them for life. We support our boys and girls wholeheartedly as they embrace with conviction and enthusiasm the rich extra-curricular opportunities available to them. As a school, we believe that the privilege of excellent education brings with it responsibility, and we send young people out into the world who are ready to make a real and positive contribution to society.

Four 'Houses' named after the School's founders: Percival, Pears, Wollaston and Winkworth, offer community structure across all ages. Teaching takes place on one site for the whole school with facilities including music technology and ICT suites, a dance and theatre studio, a modern fitness suite, product design room, modern laboratories, and a dedicated STEM room.

There are bespoke resources for learning and for play, including an environmental pond, eco garden, vegetable beds, outdoor classroom, fire-pit and mud kitchen. On-site sports facilities include swimming pool, climbing wall and gymnasium, strength and conditioning room, outdoor multi-use games area, a fitness suite and a sports science laboratory. At our nearby multi-sports complex, Coombe Dingle (which is shared in partnership with the University of Bristol), there are international standard pitches, tracks and courts at which games lessons and sports fixtures take place. Modern technologies are embraced through teaching and as a forward thinking school, Clifton High is always looking to new and innovative ways to engage children in learning and their own personal development.

To find out more about our the different areas of our School, and school life, please browse our website: www.cliftonhigh.co.uk



Clifton High School

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Clifton High as a Business

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. As such, all employees are representatives of the School and have a responsibility to market it. Our parents are our customers and are making big financial and emotional investments in our School. As such, the School and all its employees have a vested interest to deliver.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.

Although not an “International School”, Clifton High welcomes international pupils, embracing the cultural and social diversity they and their parents bring to our community.





Being a Clifton High Employee

A lifestyle choice

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

All Employee Expectations

Clifton High School expects its staff to adhere to and demonstrate the School's values and required behaviours, setting the highest of standards. All employees are expected to understand the vision of the School and how their role can contribute to upholding this vision. There are numerous policies to guide and support staff, including a Staff Professional Code of Conduct. The new Medium-Term Strategy is being developed under the new Head of School who started in September 2020. Exciting work has already begun on introducing iPads and 'Bring Your Own Device' policies to enhance learning, as well as an overhaul of the Senior School curriculum to ensure Clifton High remains unique in the market; traditional, yet forward thinking. In addition, the School is a member of the Society of Heads, a partnership which advises on and fosters good codes of practice and high professional standards, and provides a supportive network to fellow member independent schools.

In a school of this size, with its own particular set of dynamics, flexibility and adaptability of staff are essential. Classes are smaller than most other schools offer, and so there is an expectation for staff to offer support for all pupils who require it. Furthermore, whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff, too, are encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. You will be encouraged to self-evaluate through an evolving performance development plan. As role models for our young people, you are encouraged to show planned and focused career development.

We very much want every individual to feel part of a community where every member of staff, whether it be teaching, support, business, administration or otherwise, is interdependent and shares its common goal and set of understandings—that we are an educational institution with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils! We must remember, too, that the parents are our customers, making emotional and financial investments to send their children to us.



Clifton High School

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The School Ethos and Aims

Our Ethos

We aim to produce young people with the ability to think independently, who have a strong belief in themselves, confidence to pursue their ambitions and the resilience, flexibility and adaptability to succeed whatever life presents.

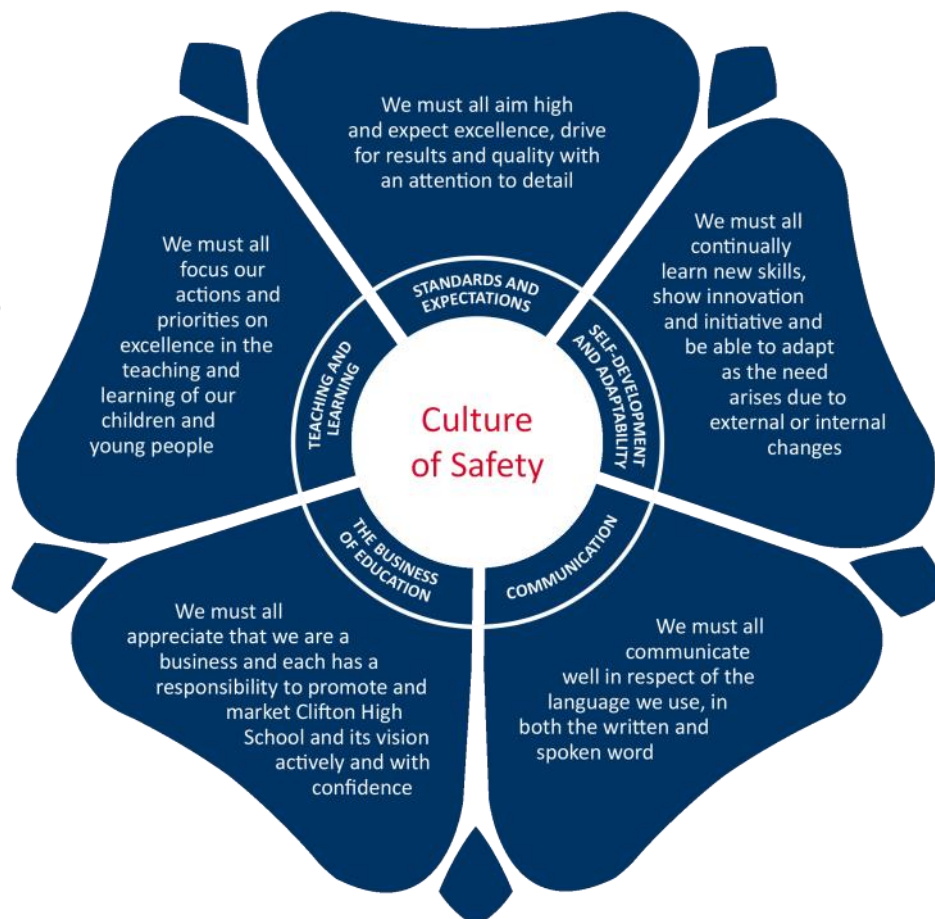
Our Aim

At Clifton High School, our aims are based around five key areas:

- Teaching and Learning
- Standards and Expectations
- Self-development and Adaptability
- Communication
- Business of Education

What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders





Clifton High School

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Job Description

JOB TITLE:	ESTATES AND OPERATIONS DIRECTOR
DEPARTMENT:	SENIOR LEADERSHIP
REPORTS TO:	HEAD OF SCHOOL

GENERAL QUALITIES

The Estates and Operations Director will provide direct support to the Head of School in the day to day operational running of the School. She or he will be responsible for providing operational and strategic management support to the Senior Leadership Team and the management and strategic direction of estates and facilities management, operational business governance, compliance and assurance, data (GDPR) and health and safety.

SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF ESTATES AND OPERATIONS DIRECTOR AT CLIFTON HIGH SCHOOL

This is an all year-round position. As this post will be paid on the School's Senior Scale, hours of work are not defined. You will be required to work any additional hours outside of normal school hours to fulfil the demands of this position, the salary offered reflects this expectation.

The role includes 25 days holidays, plus the additional 8 statutory bank holidays.

There is a pension scheme for all Business Support Staff and a school fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.

MAIN RESPONSIBILITIES

ESTATES

- Manage an efficient, cost-effective and comprehensive maintenance action plan, including day-to-day, cyclical and planned maintenance, repairs and improvements
- Review and assess all work undertaken at the School, monitoring performance and cost against the budget and contractual agreements
- Oversee staff in Estates, working with the Estates Manager to support ongoing projects and ensure the day-to-day needs are being met
- Prepare, maintain and control the Departmental budgets for Estates
- Ensure records are created and maintained for buildings to demonstrate full operational procedures are followed



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ESTATES Continued

- Lead the energy management and environmental sustainability focus for the School including ownership of the School's Sustainability Policy
- Maintenance and efficiency of the installation and plan for electric supply, heating, domestic hot water, cooking, water-softening etc
- Land drainage, maintenance of boundaries, roads and right of way
- Oversee the upkeep of the playground, MUGA, tennis courts, lawn and School grounds
- Oversee the swimming pool, ensuring the proper safety procedures are enforced, particularly out of school hours and during the holidays
- Advise on, and take the appropriate security measures to protect the security of staff and pupils, and School buildings
- Supervision of lighting and ventilation of School buildings
- Preparation of annual budget bid to cover the overall maintenance and development of the estate; together with predicted repairs and/or replacement costs of fixtures and fittings
- Monitor budget throughout the year and report on actual spend versus budget and providing analysis

OPERATIONS

- Supervise and lead staff to ensure the effective operation of the School
- To lead and manage the business planning function and to ensure that the planning activities reflect the needs of the children within the School and support the overall School vision
- Work with the Director of Finance to develop mid and long-term goals for business support departments, including development of Estates master plan
- Communicating effectively with all levels of staff, being flexible and co-operative particularly when dealing with difficult situations and emergencies
- Oversee the cleaning contract and ensuring that cleaning is carried out to the required standard
- Oversee waste management
- Lead and develop the management of on/off site storage requirements
- Ensure the effective operation and development of quality control systems
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of services for the School
- Responsible for corporate level risk management
- Lead on business continuity planning including critical incident planning
- To be a member of ISBA/Association of Bursars
- Establish a good working relationship with opposite number in other schools
- Responsible for the School minibuses, maintenance, insurance, driver training and bookings
- Oversee the Masterclass bus bookings
- Oversee staff parking permit allocation
- Responsible for documenting our contribution to Schools Together
- Responsible for income generation and letting of School site
- Oversee staff in Catering and work with the Executive Chef to support ongoing projects and ensure the day-to-day needs are being met
- Prepare, maintain and control the Departmental budgets for Catering

PROJECT MANAGEMENT

- Drafting outline specification for new building and capital projects
- Liaise with internal and external stakeholders on major projects such as new builds
- School's representative in all capital projects, working with the Head of School and Director of Finance

HEALTH AND SAFETY

- Day to day responsibility for local level management of Health and Safety on site (including adjustments during current pandemic)
- Ensure food hygiene standards are met
- Administer a comprehensive Health and Safety regime, ensuring staff training and compliance with all legislation, updating when necessary
- Ensure appropriate Health and Safety policies are in place and followed to comply with relevant legislation
- Ensure all contractors have the appropriate accreditation and insurance, and that suitable safeguarding checks have been completed
- Keep abreast of all relevant legislation and update the Head of School and Senior Management Team accordingly
- Lead and support the School evacuation and emergency procedures including critical incident
- Oversee the installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out
- Assist staff with risk assessments
- Arrange and attend the Health and Safety sub-committee meetings
- Lead the management of Accident Reporting process
- Fire Risk Assessment
- Asbestos Management
- Workshop audits and equipment training/maintenance
- Act as the School's Educational Visits Co-ordinator regarding the assessment and issues relating to Health and Safety

REGULATORY COMPLIANCE – The School has a Compliance Officer who oversees policy, but this role will include the following:

- Oversee the School's compliance with statutory obligations and advise others on the relevant legal, regulatory, and ethical requirements
- To ensure the School is fully compliant with data protection regulations and has the necessary procedures in place in relation to these, both by means of any procured service or in-house delivery
- Ensure the School policies comply with building and other regulations
- Ensure the School has sufficient insurance cover at all times
- Liaise as directed with professional advisors
- Prepare management and Council Reports
- Ensure all regulatory submissions are compliant with the relevant standard and filed within the required deadline
- Regulation of the school minibuses, including driver training

HR – HR and staffing is overseen by the Senior Master and Head's Personnel and Recruitment Officer, but this role will have a part to play, including:

- Ensure compliance with all relevant aspects of employment law, including employment protection, equal pay, Working Time Directive, discrimination and parental rights. Provide appropriate policies and documentation, advising the Head of School as required
- To provide leadership and guidance for business support staff, including direct line management
- Ensure we have the appropriate level of technical expertise, qualifications and experience to operate
- Resource management, including recruitment, utilisation and migration of activities and structure
- To develop and embed procedures to ensure all relevant personnel matters are fully recorded and documented so as to attain full legal and 'best practice' compliance
- To support line managers so they are confident in managing staffing issues and recognise when personnel problems should be escalated

COMMUNICATIONS – The role of Estates and Operations Director will have the following lines of communication within the School:

- Senior Leadership
- Heads of Department and teaching staff across the School
- Business Support managers
- Council of Governors
- External suppliers and contractors
- Parents and prospective parents

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.



Clifton High School

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PERSON SPECIFICATION FOR ESTATES AND OPERATIONS DIRECTOR

Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• Excellent organisational and prioritisation skills with an ability to plan, organise and manage a complex workload• Excellent written and oral communication skills with a good standard of English• High attention to detail• Ability to analyse legislation and other complex documentation, summarising required actions for multiple audiences• Strong IT skills across a range of software• Proficiency use of MS Office, in depth understanding of Excel• Excellent analytical skills• Excellent numeracy <p>Desirable</p> <ul style="list-style-type: none">• Sound knowledge of school funding and ability to plan a sustainable budget to meet school needs• Experiences of Financial Management processes and the ability to ensure statutory compliance
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Knowledge of education employment legislation• Knowledge of Health and Safety legislation• Good awareness of Data Protection requirements (GDPR) and the ability to impart this to colleagues• Sound working knowledge of building construction, planned preventative maintenance, repair and renewal• Knowledge of Facilities management <p>Desirable</p> <ul style="list-style-type: none">• An understanding of charities and surrounding legislation
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of effective leadership and line management of a number of employees in diverse roles• Involvement in school self-evaluation and improvement planning• Provision of a service to internal and external customers• Ability to demonstrate exposure of managing the operational aspects of a medium to large sized organisation in a relevant discipline• Experience of preparing budgets• Proven success in project management <p>Desirable</p> <ul style="list-style-type: none">• Experience of the independent school sector• Management experience of major infrastructure and building projects• Proven financial experience including; budgeting estimates, analytical reports, financial statistical statements and preparing tender packages
Qualifications and professional development	<p>Essential</p> <ul style="list-style-type: none">• A relevant Health and Safety qualification• A relevant Project Management qualification (Prince2, PMP) <p>Desirable</p> <ul style="list-style-type: none">• Diploma/Certificate of School Business management or other relevant finance/business qualification



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PERSON SPECIFICATION FOR ESTATES AND OPERATIONS DIRECTOR

Personal competencies and qualities	Essential <ul style="list-style-type: none">• Ability to think strategically• People focused and approachable• High level of emotional intelligence• Tact, discretion and sensitivity• Pragmatic, flexible and resilient• A sense of humour• Proven ability to work within a team• Creative approach to complex problem solving, cognitively flexible• Adaptable to changing circumstances and new ideas
Attitudes and outlook	Essential <ul style="list-style-type: none">• Awareness of Safeguarding requirements within a school environment• Commitment to ethos and values of the School and getting the best outcomes for all pupils• Committed to acting with integrity, honesty, loyalty and fairness at all times• Appreciation that this is a service industry. We are an independent school in a highly competitive market for fee paying pupils• Hands on, approaching tasks with energy and vision• Ability to appreciate the needs of the whole school• Positive and proactive approach to change and a commitment to continuous improvement

All of the aspects listed above will be assessed based on your application form, and at interview



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Thank you for showing interest in the role of
Estates and Operations Director

We hope to receive an application from you soon