Royal Russell

Deputy Head Operations (Senior School)

For September 2026

Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.

Chris Hutchinson
Headmaster

Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus'*, we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.

Deputy Head Operations (Senior School)

Royal Russell School is different by design. We are looking for an exceptional Deputy Head Operations to join this excellent family school from September 2026. Leading by example, the Deputy Head Operations will be a dynamic teacher with vision, gravitas, warmth and empathy.

The Deputy Head (Operations) will be an outstanding leader who is a convincing ambassador for this distinctive Family School and who commands the respect of students, staff, parents, and governors.

The Deputy Head (Operations) will work positively within all areas of the school and have a complete commitment to total education and a passion for building strong relationships within and beyond the School community.

They will take key responsibility for the day-to-day logistics of the Senior School and will be one of a team of three Deputy Heads who work closely and collaboratively to ensure the smooth running of the School's educational and pastoral provision.

The Deputy Head (Operations) will be an experienced leader with exceptional skills of planning and organisation, who is a strong communicator, decisive, a creative thinker with abundant problem-solving skills.

They will be expected to contribute to the wider life of the School and to be a significant presence on the School campus at fixtures, concerts, and events during the evenings and at weekends.

If this sounds like you, we would love to hear from you.

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 23rd February 2026.

Interviews will be held week commencing 2nd March 2026

The Role

Responsible to:
This role reports to the Head of the Senior School and is a member of the Senior School Leadership Team (SSLT) and School Leadership Team (SLT)

Line Management:
- Other member(s) of the Senior School Leadership Team (Assistant Heads) to be allocated on appointment.
- Heads of Departments (these are shared amongst the Senior School Leadership Team and reviewed annually)
- Shared PA/Administrative support

Purpose

To work within the Senior School Leadership Team - who work closely and collaboratively to:
- Assist the Head of Royal Russell and Head of Senior School in communicating and delivering the strategic vision for the School.
- Ensure that Royal Russell School is an outstanding place to work.
- Ensure that the pupils receive an exceptional all-round educational experience.
- Exercise academic, logistical and pastoral leadership in the School.

And in particular, in this role:
- Provide leadership and direct co-ordination of the day-to-day running of Royal Russell Senior School.
- Be a key point of contact for staff, promoting positive relationships across the school community.
- Management of the school calendar and forward planning.
- Have oversight of all areas of school policy and procedures; individual policy responsibility is shared between the team of Deputy Heads.
- Staffing: attendance, absence, supply staff, sickness cover, arrangements for part-time teachers, standards and expectations
- Strategic oversight of staff duties and responsibilities.
- School Assemblies - working closely with the leadership team to plan the scheduling and delivery of whole school assemblies.

- Alongside the Head of Senior School and Deputy Head (Pastoral), hold strategic and operational oversight, and leadership of, boarding at Royal Russell. This will be agreed by the Head of Royal Russell and take into account the experience of the appointed individual.
- Alongside the Deputy Head (Learning), have strategic and operational involvement in decision-making around SEND provision. This will be agreed by the Head of Royal Russell and take into account the experience of the appointed individual.
- Support the Head of Royal Russell and Head of Senior School with the management of parental complaints within the School Complaints Procedure.
- Supporting the Head of Royal Russell and Head of Senior School in disciplinary procedures and capability procedures for teaching staff.

Principal Responsibilities

Royal Russell School Leadership Team and Senior School Leadership Team

- Serve as a member of the School Leadership Team (SLT) and Senior School Leadership Team (SSLT)
- As directed by the Head of Royal Russell, to work with the other members of SLT and SSLT to develop and implement the School's Strategic Development Plan.
- Attend Governors' Board Committees, as required, agreed by the Head of Royal Russell and Chair of Governors.
- Have responsibility, with other members of the Deputy Head team, for ensuring the Senior School's compliance with the Independent Schools Inspectorate requirements and for developing appropriate ISI compliance action plans.
- Assist the Head of Senior School in the employee lifecycle of staff (as required) from recruitment, resourcing, training, people management, development, performance and reward.
- Support the Deputy Head (Learning) and wider Senior School Leadership Team (SSLT) with the planning and delivery of Staff Professional Development in the Senior School and to take responsibility for staff wellbeing and INSET programmes.
- Attend meetings of the SSLT, contributing to the agenda of business meetings and leading strategy meetings as required.
- Assume the line management of certain departments and other colleagues as directed by the Head of Senior School.
- To support staff with regard to serious disciplinary matters involving pupils.
- To work with all members of the SSLT to uphold high standards of pupil welfare, discipline, behaviour, punctuality and dress code within all aspects of school life.

Day to Day Operation of the Senior School

- Lead and co-ordinate the day-to-day operational management of the Senior School.
- Co-ordinate day-to-day school logistics such as assemblies, calendar events and changes to routine.
- Be responsible for cover arrangements for absent staff, working with the Cover Manager.
- Oversee the construction and content of the School Calendar, liaising with key staff and chairing Calendar Meetings each term.
- Co-ordinate arrangements for daytime duties for teaching staff, staff meetings, beginning and end of term arrangements and other routine staff communication.

Safeguarding

- Support the School Designated Safeguarding Lead (DSL) in the performance of their safeguarding responsibilities and be trained to DSL level 3.
- Show a personal commitment to safeguarding and to maintain and develop a culture where the safeguarding and wellbeing of Royal Russell pupils is central to the School's thinking
- Demonstrate a personal commitment to equality, diversity and inclusion and the importance of this in a successful school community

Communications and Marketing

- Communicate necessary information to parents regarding calendar and school routines.
- Oversee the annual updating of all calendar material and key information.
- Liaise with Admissions Department on the admissions events throughout the school year.
- Assist the Head of Royal Russell and Director of Marketing Admissions and Engagement (MAE) wherever necessary in the effective marketing of Royal Russell.
- Represent the School at local feeder school events and fairs.
- Assist with the 11+, 13+ and 16+ admissions process.
- Keep the Head of Royal Russell informed of any matter that may impact on parental or external relationships.

Pupils

- Work with all members of the Senior School Leadership Team (SSLT) to support pupils in all aspects of school life.
- Deliver Whole School and Year Group assemblies as part of the cycle of SSLT presentations.

International Relations

- To work alongside the Director of MAE and the international recruitment and admissions team to support our international pupil recruitment.

School Policies and Procedures

- To take responsibility for allocated school policies as directed by the Head of Royal Russell or Head of Senior School.

General

- The post has shared PA support.
- The post-holder will teach a reduced timetable.
- The post may be required to act as 'duty' SSLT overnight and on occasional weekends, to support the boarding community.
- The post holder will be expected to carry out such other duties as reasonably requested by the Head of Royal Russell that are commensurate with its level of responsibility.

Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Location: Our School is 10 minutes from East Croydon Train Station, with direct links to Central London (15 minutes) and Gatwick Airport (25 minutes).

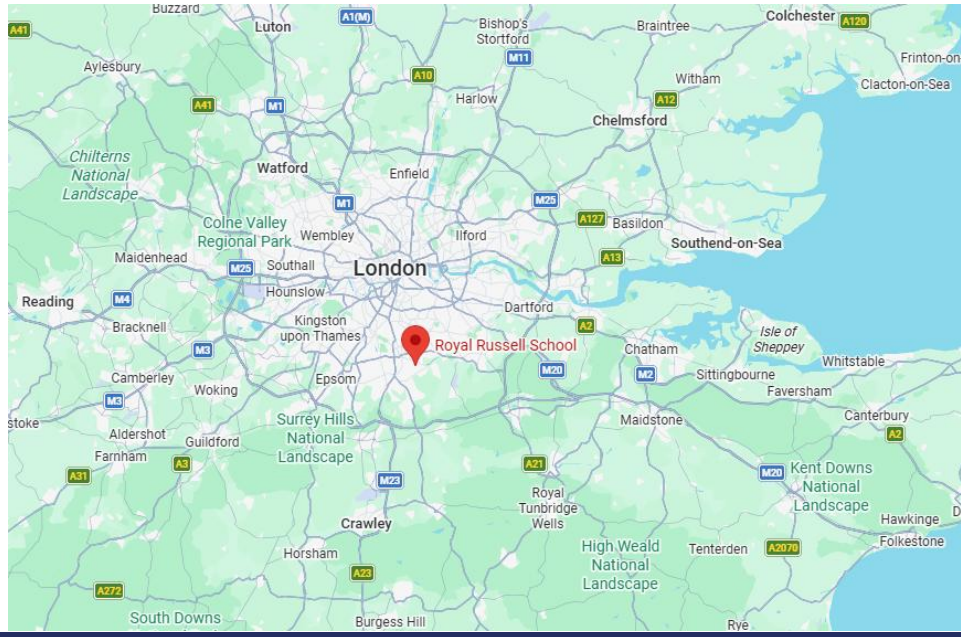
Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.

Main Facilities

1. Car Park
2. Reception / Headmaster's Study
3. Junior School
4. Early Years Centre
5. Performing Arts Centre / Auditorium
6. Dining Hall / Café
7. Chapel
8. Great Hall
9. Chapel Quad
10. Lime Tree Quad
11. Aston Webb Building
12. Library / Sixth Form Study Centre
13. Health & Wellbeing Centre
14. Science Block

Sports Facilities

15. Swimming Pool
16. Sports Hall
17. Top Pitch
18. The Paddock
19. Netball Courts
20. North Pitch
21. Astroturf Pitch
22. MUGA (Multi-Use Games Area)
23. West Pitch
24. Pavilion

Boarding / Houses

25. Buchanan / Reade
26. Cambridge
27. Hollenden
28. Keable
29. Latessa
30. Madden
31. Oxford
32. Queen's
33. St Andrew's

Royal Russell

www.royalrussell.co.uk

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