

The Latymer School

Director of Operations





# Welcome

**Thank you for considering applying for the role of Director of Operations at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.**

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2022/23 our GCSE results were outstanding, with 49.3% of students achieving a grade 9, 77.5% achieving level 9/8, and 92% achieving level 9/8/7. At A Level 35.3% of grades were A\*, 70.2% were A\*/ A, and 85.7% were A\*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement.

However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess.

We are looking for someone who can lead our support staff teams: Catering, IT, administration, finance, facilities and lettings. These areas all have their own leadership, but our Director of Operations co-ordinates these areas and is crucial to ensuring that the school runs smoothly.

We look forward to welcoming you to our community and receiving your application for the post.

**Maureen Cobbett, Headteacher.**







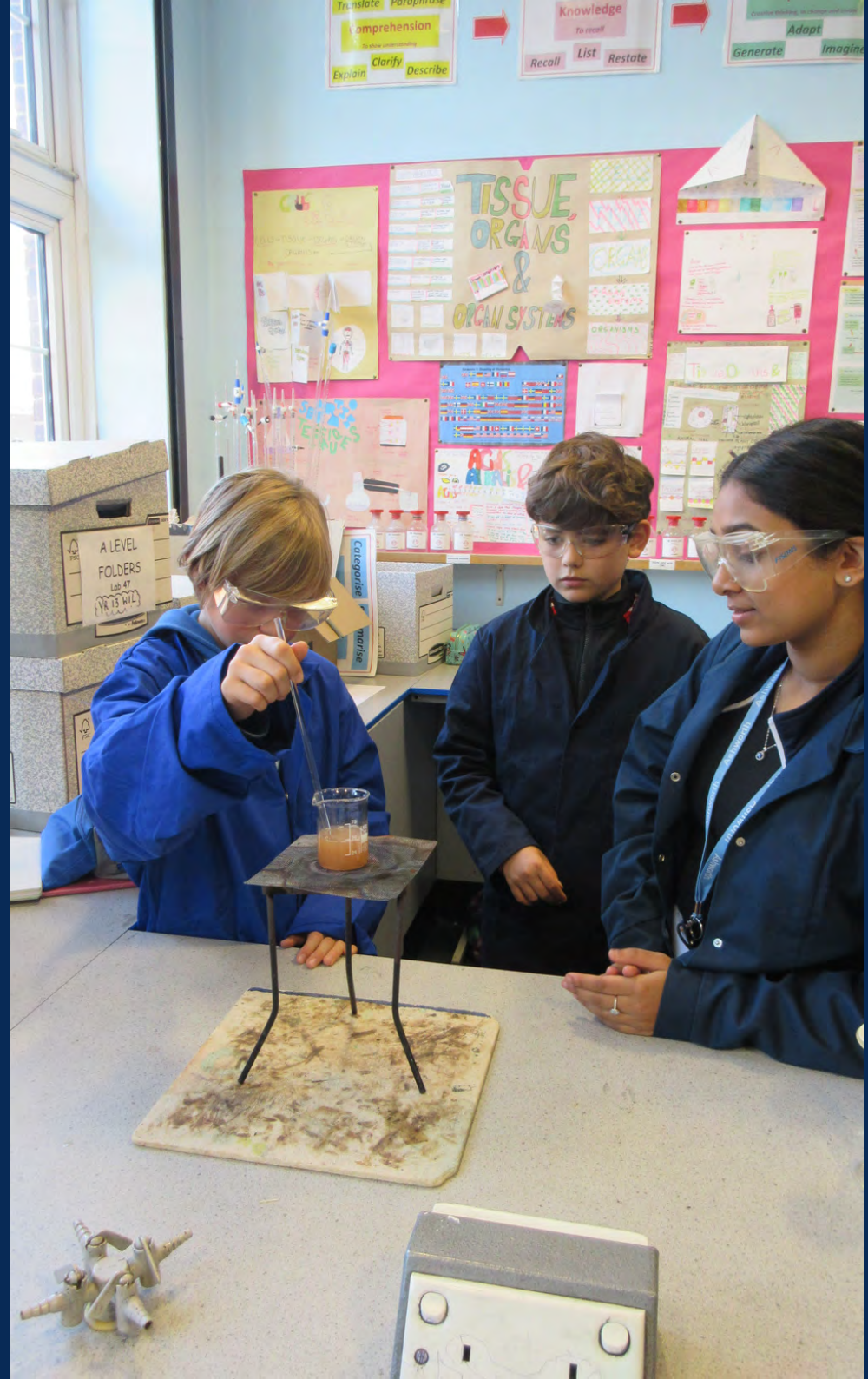
# The Role of Director of Operations



# Director of Operations

The Latymer School seeks an outstanding candidate to take on the pivotal role of Director of Operations.

We are looking for someone with enthusiasm for working with, and supporting, bright and ambitious students and a highly committed staff. This is a key role in the school; we seek a candidate with a strong background in financial management and reporting, but who also has the skills to lead a team of committed and hardworking individuals who offer essential support to teachers in the school. support to teachers in the school. Although experience of leading in another educational establishment would be advantageous, we also welcome applications from those with experience across the private, public and third sectors.







The Latymer School, much like other state funded secondary schools, currently faces the pressures of a challenging budget. Consequently, our preferred candidate will be someone who can demonstrate resilience, and the ability to make challenging decisions. Working alongside the Headteacher and the Governing Body, the Director of Operations will ensure that the quality and breadth of education being delivered is not compromised. We firmly believe that our ambition should not be constrained by state funding and constrained budgets.

The successful applicant will work with the headteacher to oversee the construction of our library extension. We are in the planning stages and the build will commence during 2025.

### Reporting to:

- The Headteacher
- Governors

### Key Reports:

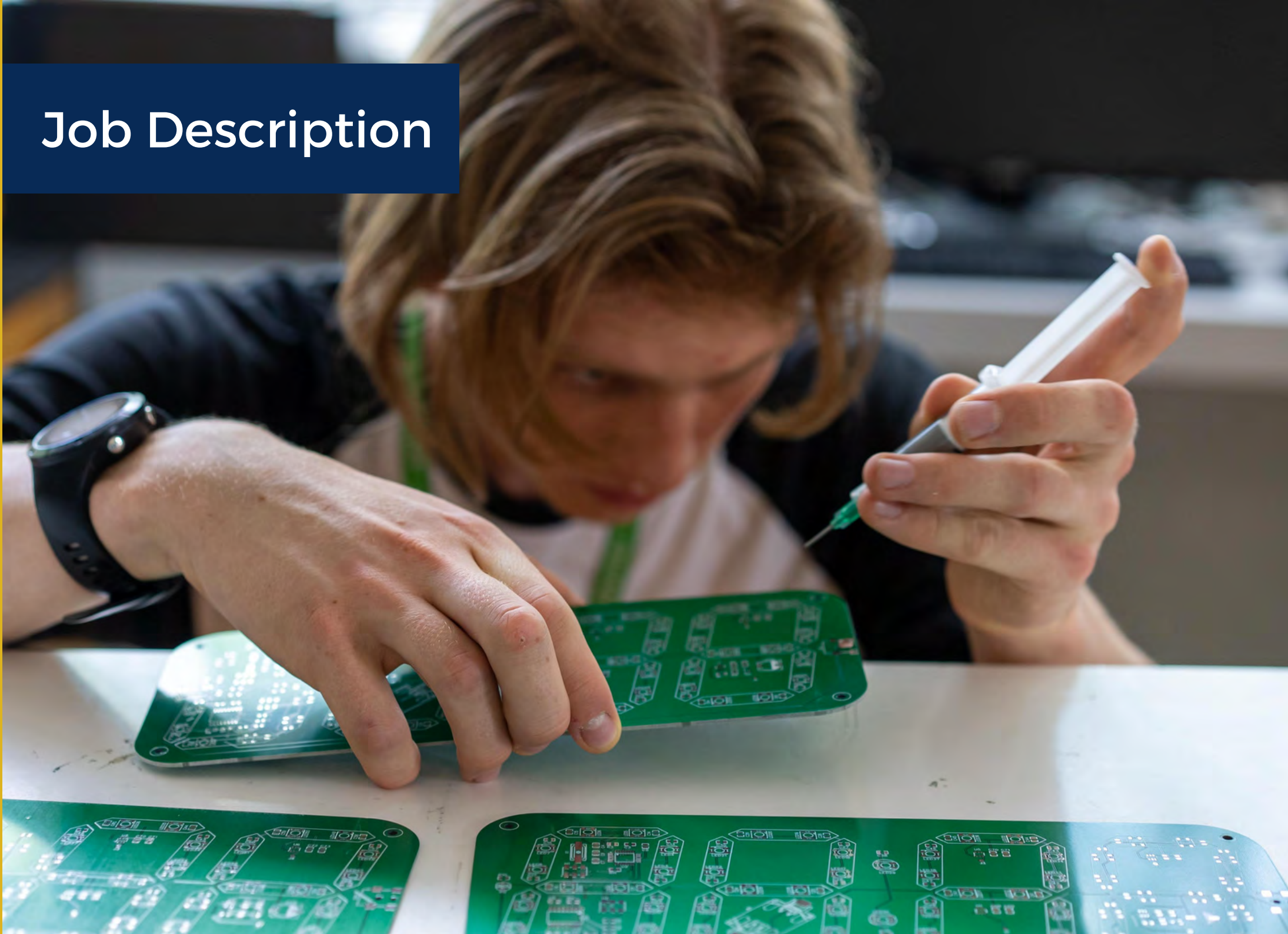
- Head of Catering
- Head of Facilities
- Finance and Personnel Manager
- Head of School Administration
- Lettings Manager

### Key Relationships to Manage:

- Architects, surveyors and planning consultants (as required)
- Auditors
- Insurance brokers
- The Latymer Foundation



# Job Description



**The postholder will provide day-to-day oversight and direction for all aspects of the School's daily administrative and business operations.**

**Key tasks and duties:**

**Leadership**

- To contribute to the development of the whole school values and ethos, promoting improvements in all aspects of school performance.
- To attend Senior Leadership Team and Governors' meetings as required.
- To contribute to the safeguarding of all students

**Financial Management**

- To oversee the work of the Director of Finance and the Finance Team to ensure the school achieves good value for money to support pupil outcomes.
- To work with and liaise with the Trustees of the school over all financial matters and attend meetings of Trustees as required.

**Human Resources Management**

- To oversee the performance management, appraisal and development for all support staff.
- To ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- To evaluate the school's strategic objectives and assist the Headteacher with future workforce planning.

**Administration and ICT Management:**

- In liaison with the IT Manager, to design and maintain administrative systems that deliver outcomes based on the School's aims and goals; and to manage systems and link processes that interact across the school to form complete systems.

## **The postholder will provide day-to-day oversight and direction for all aspects of the School's daily administrative and business operations continued**

### **Health and Safety:**

- To act as the School's Health and Safety Coordinator and Fire Officer. To plan, instigate and maintain records of fire practices and alarm tests.
- To ensure the School's written Health and Safety Policy Statement is clearly communicated and available to all people.
- To ensure the Health and Safety Policy, Corporate Health and Safety Advice and Procedures and appropriate risk assessments are implemented at all times, put into practice and subject to review and assessment at regular intervals or **as** situations change.
- To be the School's liaison with Health and Safety **a**uditors, Fire Safety auditors and the HSE and be a member of the School's Health and Safety committee.

### **Facility and Property Management:**

- To ensure a safe, secure and accessible site for students, staff and visitors.
- To ensure the buildings and site provide the best learning environment for the students.
- To manage one off projects as required.

### **Catering:**

- To oversee the School's catering service in liaison with the catering manager.
- To evaluate profit and loss in terms of the School's meal offer to ensure that the School gets best value.



# The Person



Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Accountancy qualifications, such as ACA, ACCA, CIMA or CCAB finance professional.</li> <li>Alternatively, you may be qualified at degree level in a finance-related course, or have completed extensive work experience in a financial, management and leadership role.</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of the funding, regulatory and legislative environment of schools is preferable, but not essential. Specialist knowledge in one other key areas of responsibility, whether governance, HR, premises or project management.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Commands the respect of students, staff, parents and Governors.</li> <li>Strives for the highest standards at all times.</li> <li>Remains calm, positive and measured whilst under pressure.</li> <li>Confident decision-maker. Ability to communicate enthusiasm and vision to the staff and pupils. Ability to lead and manage people to work towards a common goal. Ability to blend firmness, patience and empathy when dealing with difficult situations.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>Resilience and optimism; someone who is willing to go the extra mile in the busy life of an outstanding school.</li> <li>Ability to identify problems and bring positive solutions. Outstanding communication skills; someone who is dynamic, innovative and able to capture an audience.</li> <li>Flexibility; someone who is adaptable, with energy, stamina and enthusiasm.</li> <li>Empathy and excellent listening skills.</li> <li>Kindness and broad-mindedness. Effective interpersonal skills, with the ability to lead and to work as part of a team.</li> </ul>	



## Criteria

### Operational Excellence:

- Exceptional levels of planning and organisation, with outstanding attention to detail.
- Significant initiative and drive, allied to the ability to work quickly and accurately.
- A proven track record of success Excellent time management skills.
- Ability to market the School effectively.
- Excellent IT skills.
- Ability to quality-assure the work of others; a reliable and precise proof-reader.
- Interest in, and aptitude for, the collection, analysis and communication of statistical data.

### Safeguarding and Pastoral:

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

### Other:

- An understanding of the strategic challenges facing selective, state-maintained schools.
- Full time role, but we are prepared to be flexible in terms of working hours.
- Beyond this you will be expected to undertake occasional evening work, including attendance at events and meetings.
- The appointed person will also be expected to commit to some work out of term-time.
- The holiday entitlement is 25 days per year.

# Application and Appointment Process

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## How to apply

To find out more about The Latymer School please do take a look at the website at [www.latymer.co.uk](http://www.latymer.co.uk) or contact Mrs Cobbett, the Headteacher by emailing [sdyj@latymer.co.uk](mailto:sdyj@latymer.co.uk)

If, after reading the information, you are interested in joining us please create an account at [mynewterm](#) and apply.

**Closing date for application is:  
10am on Tuesday, 7th May 2024**

We reserve the right to shortlist and interview strong candidates on receipt of application and make appointment to the post before the closing date.





# The School







## The Latymer School

- Foundation
- Governors
- Senior Leadership Team





# The Latymer Foundation

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The Latymer Foundation is a registered charity which holds funds to support the school. In the past three years The Latymer Foundation has funded a £2 million heating project, extensive repairs to the building and is currently working with the school to extend the Ashworth Memorial Library. Previously, The Foundation has also met the school's budget deficit.

The Director of Operations plays a key role in liaising with The Foundation on behalf of the school.



# The Governing Body

Latymer's governing body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

**Further information about the governing body can be found on the school website.**





# The Senior Leadership Team

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**Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher.**

Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



**Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support).**

Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



**Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum).**

Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.



**Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form).**

Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



**Nicola Kelsall, BA English Literature (Manchester metropolitan) MA English Literature (UWE). Assistant Headteacher for Teaching and Learning.**

Nicola began her teaching career at Latymer in 2007 and has had various roles at the school including Head of Learning and more recently Head of English.



**Oriana Cornejo Gutierrez, BSc International Relations - (Manchester University), MSc Latin American Politics (UCL). Assistant Headteacher for Behaviour.**

Oriana began her career as a Politics and Spanish teacher in 2013. Since then, she has carried out various middle leadership roles such as Head of Politics and Head of Year 12/13 in schools in North London, and she joins Latymer as Assistant Headteacher for Behaviour in September 2023.



# The Curriculum

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**We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.**

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.



# Pastoral Care

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Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

# Library and Learning Resources Centre

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The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.





# The House System

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The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

# Ysgol Latymer Outdoor Pursuits Centre

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In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.

