

OPERATIONAL MANAGER

Salary: £22k, plus benefits.

Position: This is a permanent full-time position (averaging 37.5 hours per week, 46 weeks per year)

Start-date:

Mid-March 2024. Immediately

Drumduan School is looking for a new member or members of staff to hold this key role at the heart of the School's operational activities.

- **Closing date for receipt of complete applications is 8th March 2024**
- **Invitations to interview will be sent no later than 11th March 2024**
- **Interviews will take place in the week commencing on the 11th March 2024**

MAIN RESPONSIBILITIES

Co-ordination of all areas of the School's non-teaching operational activities, including:

- Human Resource management & development
- Safeguarding Lead/Officer
- School Development Group - Communications, Marketing and Community Engagement
- Non-teaching Policy & Procedure
- Administration and Data-Compliance
- Compliance with all updated relevant regulations & legislation
- All undertaken within the School's organisational and Core Group decision-making structure

PERSONALITY PROFILE

- Organised and efficient
- Positive and proactive attitude
- Responsive and responsible
- Excellent written and verbal communicator
- Able to manage, prioritise and juggle numerous ongoing tasks
- Feels at home in a small, impact-driven organisation

CONTEXT

Drumduan is a modern and progressive Steiner School located in the beautiful North East of Scotland overlooking Findhorn Bay and the Moray Firth, with an emphasis on experiential education, nature connection, and the creativity that flows from children being given the space to develop in a low technology school environment. The School currently has 105 students from Kindergarten to Class 12 in the Upper School and 38 teaching and non-teaching staff.

Our School operates with a collective decision-making structure, the Core Group of staff, at its centre. The Core Group aims to coordinate the running of the school in order to best support its pedagogical purpose and with heed to its financial sustainability. The Core Group is made up of coordinators and managers who hold particular roles within the school, as well as those staff who wish to take responsibility for carrying broader aspects of school life. The Operational Manager, Early Years Manager, Lower-Middle School Coordinator, Upper School Coordinator, Facilities Manager and Finance Manager are key members and the Core Group Chair

coordinates all Core Group meetings and activities. In addition, there is a School Development Group(SDG) is formed to hold fundraising initiatives together with the Parents, Teachers and Friends Association(PTFA). The SDG also looks at the sustainability development of the school and is held by a group of parent volunteers. The Operational Manager works closely with the SDG.

The Operational Manager will, together with the Facilities Manager, Finance Manager and a small number of other supporting staff, coordinate and ensure that all non-teaching activities within the School are undertaken, liaising with and reporting to the Core Group and Board of Trustees for information and approval where necessary.

The successful candidate will be a natural organiser and efficient in prioritising, managing and completing an ongoing list of varied operational responsibilities.

They will have demonstrable experience in operational management and an understanding of the opportunities, challenges and development process within a small impact-driven organisation.

Their strong interpersonal skills and ability to communicate clearly and positively with a variety of stakeholders will help them thrive in the Operational Manager role.

We would expect the successful candidate to have knowledge and experience in the majority of the main responsibility areas as detailed above and a willingness to engage, learn and work within the areas of less experience.

ESSENTIAL APPLICATION INFORMATION

Drumduan School is committed to safeguarding children and young people and requires all staff and volunteers to share this commitment.

Candidates must be suitable to work with children and will be expected to be registered with the PVG (Protecting Vulnerable Groups) Scheme, under Disclosure Scotland. Candidates must have the right to work in the United Kingdom.

Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

A standard application form and detailed job description for this post are available on downloadable from our website.

The completed application form, accompanied by an up-to-date CV and the names and details of 3 suitable referees, one of whom must be the most recent or current employer, must be sent to trustees@drumduan.org.