



THE  
CHORISTER  
SCHOOL

**Durham Cathedral  
Schools Foundation**

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**Chief Operating Officer**





"Great things are done by a series of small things brought together."

Vincent Van Gough

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## Traditionally Modern

Learning has been part of the life of Durham for a thousand years, and the Durham Cathedral Schools Foundation, in one form or another, has been at the heart of the city's education for most of that time. Originally founded as the monastic grammar school, the School was endowed by Bishop Thomas Langley in 1414 and re-founded by Henry VIII at the dissolution of the abbey in 1541.

The School moved from its mediaeval home on Palace Green to its current location in 1844; although the city centre is only five minutes' walk away, the School has a peaceful, rural atmosphere.

From September, the School will educate 600 pupils, at the Chorister School for girls and boys aged 3-11 and at Durham School for girls and boys aged 11-18, of whom a quarter board and approximately a third are girls. Our vibrant and successful Sixth Form prepares pupils for the next stage of their journey.

Within a community shaped by moral integrity and kindness, we cultivate ambition and responsibility; giving all Dunelmians the foundations to be happy and make a positive mark in the world.

By embracing this ethos, our pupils not only learn to pass their examinations today, but receive an education that gives them confidence for life.

DCSF has a long and ancient history. The secret to our longevity is our passionate teachers, who, using innovative approaches and new technologies, seek to kindle the intellectual curiosity of our pupils, preparing them to answer the questions of tomorrow.



# A Word from the Principal

**Kieran McLaughlin**

Principal

In so many ways, all schools are similar and yet all schools claim to be different; so what is the unique quality that makes Durham distinctive?

In short, we compete. In comparison to most schools, Durham is small, but we do not let that stand in our way. Pupils here do lots of things that revolve around their education: sport, music, drama, outdoor pursuits, CCF, and so the list goes on. Pupils represent the school at county, national, and international levels, achieving impressive standards in all that they do and competing with the best of them. Pupils dedicate time to these activities because they are fun and enhance CVs but, more importantly, because they develop the pupils as people; they learn to compete, they learn to win, and they learn what to do when they fail or lose. Balancing all this with academic work is never easy but pupils learn from the very beginning that examinations cannot get in the way of an education that will last a lifetime.

There are many tasks which might compete as the most important for any headteacher, but getting the right people on the bus is not only a privilege but also the guarantee that Durham remains distinctive and all that it is. The teachers here dedicate themselves to their pupils, they inspire questioning and a love of learning, and contribute to a warm and lively community.

K. M.

# A World Class Location



*"I got off at Durham, intending to poke around the cathedral for an hour or so and fell in love with it instantly in a serious way. Why, it's wonderful – a perfect little city – and I kept thinking: 'Why did no-one tell me about this?' I knew, of course, that it had a fine Norman cathedral but had no idea that it was so splendid. I couldn't believe that not once in twenty years had anyone said to me, 'You've never been to Durham? Good God, man, you must go at once! Please – take my car.' I had read countless travel pieces in Sunday papers about weekends away at York, Canterbury, Norwich, even Lincoln, but I couldn't remember reading a single one about Durham, and when I asked friends about it, I found hardly anyone who had ever been there. So let me say it now: if you have never been to Durham, go at once. Take my car. It's wonderful."*

*Bill Bryson, Notes from a Small Island*

M	A	R	K
<b>MORAL INTEGRITY</b> <p>We demonstrate a desire to do the right thing</p> <p>We act in private as we do in public</p> <p>We have the courage to say and do the right thing</p> <p>We stand firm for what is right</p> <p>We challenge things we think wrong and are open to challenge from others</p> <p>We are accountable for failure as well as success, and do not allocate blame</p> <p>We can be relied upon to do what is right</p> <p>We demonstrate and promote honesty</p>	<b>AMBITION</b> <p>We achieve our goals by consistently working toward them</p> <p>We go above and beyond the call of duty</p> <p>We aim for the best in 'me and them' and take pride in all we do</p> <p>We seek help and support before giving up and identify lessons in setbacks</p> <p>We encourage all to develop maximum potential and support others to achieve</p> <p>We embrace opportunities, challenge, and seek to develop our skills and talents</p> <p>We identify opportunities for School Development</p>	<b>RESPONSIBILITY</b> <p>We do what we say we will</p> <p>We are punctual and prompt in all that we do</p> <p>We use our resources responsibly, developing and caring for our environment</p> <p>We act before being asked and consistently deliver on expectations</p> <p>We prepare thoroughly for all tasks</p> <p>We encourage autonomy in all and seek leadership</p> <p>We acknowledge and seek to resolve problems</p> <p>We pioneer better ways of doing things</p>	<b>KINDNESS</b> <p>We are open and approachable to all</p> <p>We welcome and listen to the opinions of others</p> <p>We look to engage and involve all in the community</p> <p>We attend to newcomers and those needing help, and build relationships actively</p> <p>We are positive in responding to questions</p> <p>We support each other and stand up for fellow colleagues and pupils</p> <p>We acknowledge individual needs within the community</p> <p>We speak positively of the School community</p>
			

# Our Values

For over 600 years, Durham School has prepared the young of today to be the leaders of tomorrow in the lessons we teach both in and outside the classroom, but more importantly in the values we encourage in every aspect of our daily lives. Moral Integrity, ambition, responsibility, and kindness are the MARK of a Durham School education



# The Position

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Durham School is seeking to appoint a Chief Operating Officer to lead its finance and operations staff.

The holder of this key post will be responsible for ensuring the successful and efficient day-to-day operation of the school's facilities, human resources, and finances. Reporting to the Principal, the Chief Operating Officer (COO) will be a member of the Senior Leadership Team.

Durham School is committed to promoting the safeguarding of children and expects all employees to share this commitment. any job will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Durham School is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.





# Duties & Responsibilities

## Leadership

- Reports to Principal for the day-to-day operational management of the Foundation.
- Member of the Senior Leadership Team.
- Provide outstanding leadership to the support staff team.
- Ensures that the Foundation is managed as economically, efficiently and effectively as possible in accordance with the Board's strategic aims.
- Reviews, leads and continuously improves the Foundation's operational, financial, risk management and contingency action strategies.
- Ensures full compliance with the required regulatory and legislative frameworks and that this is reflected in the Foundation's policy documents.
- Attends Full Governors, Finance and General Purposes, Audit, Development, Marketing, Junior School and Health, Safety & Welfare Committees.
- Preparation of relevant papers for Governors Committees.

## Finances

- Advise on general financial policy, taxation and the implications of charitable status.
- Ensure robust systems of financial control and guarantee that the financial accounts are prepared in accordance with statutory and regulatory requirements.
- Oversee the production and control of the annual operating and capital budgets, initiate cost management measures and initiatives and advise the Governing Body on fees and salary levels, in consultation with the Principal. (Finance Manager lead).
- Oversee the administration of fees, salaries, payroll, pensions and insurance, including liaison with parents where appropriate. (Finance Manager lead).
- Oversee the agreement and supervision of contracts with external contractors, including out-sourced services. (Finance Manager lead).
- Negotiate with parents over payment plans for unpaid fees.
- Management of all aspects of Bursary applications, including annual reviews and where appropriate home visits.
- Advise the Principal on Bursary applications.
- Liaison with funding providers.

## Human Resources

- Oversee the recruitment, performance management and professional development of support staff. (HR Executive lead).
- Oversee compliance with all relevant aspects of employment law and provide advice in respect of HR casework and practice. (HR Executive lead).
- Oversee the rollout and adaptation of the performance development cycle for staff. (HR Executive lead)
- Supervise the design, and embed forward-thinking approaches to training of people management skills and professional development. (HR Executive lead)
- Oversight of all aspects of staff salaries
- Advise staff on employment, contract and pension issues
- Preparation of all staff contracts

## Estates Management

- Contribute to and Implement the Foundation's strategic development plan.
- Contribute to Strategic Development / Project Management
- Lead the prioritisation, planning and delivery of capital projects and business cases.
- Ensure that the Foundation's estate and facilities are maintained and operated at

the highest possible standards. (Estates Manager lead)

- Line line manage the Estates Dept.
- Oversee IT projects (Head of Digital Strategy lead)

## Regulation & Compliance

- Ensure that every aspect of the Foundation's operation is compliant with legal and regulatory requirements.
- Act as Privacy and Compliance Officer.
- Act as Primary Health & Safety Officer.
- Act as Primary Security Officer.
- Review efficacy and quality of services provided by external contractors, ensuring agreed hygiene, Health, and Safety standards are maintained.
- Act as the Data Protection Officer.
- Act as the Anti-Bribery Officer.
- Act as Secretary to the Burkitt Trust, including preparation of all relevant papers and management of awards.
- Support the operations of DCSF Trading.
- Support the operations of the Friends of DCSF.

# Person Specification

- Educated to degree level
- Qualified Accountant
- Proven successful leadership experience in a senior position, managing, organising and motivating multi-disciplinary teams, including successfully managing change
- Proven business and administrative expertise
- Experience of a wide range of facilities and event management responsibilities
- Numerate with demonstrable and relevant experience in financial and budget management
- Advanced ICT skills with the ability to use and manage ICT systems and resources effectively
- Experience in Estates management including building maintenance, new building projects, relevant legislative

requirements and liaison with architects, planning authorities and external organisations

- Experience of working with a Board of Trustees or equivalent structure
- Personal Skills
- Highly developed interpersonal and communication skills: diplomatic, open-minded and able to persuade, negotiate and influence others
- Flexible, strategically-minded and solution-focused in approach
- High level decision-making skills: confident and willing to take difficult decisions when necessary
- Sets high expectations for themselves and others, able to work under pressure and expects to lead by example
- Able to self-evaluate and willing to learn

## Line Manager

The Principal of The Foundation

## Based

Durham School

## Work hours

8.30am-4.30pm  
Some weekend and evening commitments

## Conditions of Service

This role is a full-time, full-year role.

## Annual leave

25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas.





# Our Staff



**Mr Andrew Beales**

Development Director

"My role is all about creating opportunities for young people with the support of Foundation community. From the archives through parents, alumni, to lettings and events the Development Office is a driving force for change at the Foundation. Individuals need to develop too, and I am grateful the School have helped me to undertake and MBA in Educational Leadership. My career has taken me all over the world, but it is great to come back to Durham."



**Miss Louise Hinde**

Languages' Teacher & Explorer

"Learning a language is about more than simply vocabulary and grammar, it is about opening worlds; I try to show my pupils that their worlds should never be limited by language."

# Additional Information

## The Application

All applications are to be submitted on the School's application form; available from :<https://www.durhamschool.co.uk/vacancies.asp>

Alternatively, please contact the Headmaster's Personal assistant, Mrs Susan Spence [hmsec@durhamschool.co.uk](mailto:hmsec@durhamschool.co.uk)

## The Deadline

The deadline for applications is: Noon on Friday 30 April

Please apply using the non-teaching application form from the website as soon as possible. <https://www.durhamschool.co.uk/vacancies.asp>

## The Interview

Interviews will take place in the week commencing Tuesday 4 May.

## Safeguarding

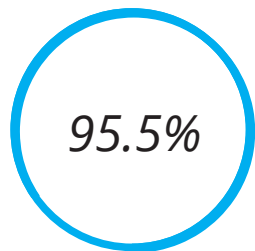
Durham School is committed to promoting the safeguarding of children and expects all its employees to share this commitment. any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

## Equal Opportunities

Durham School is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



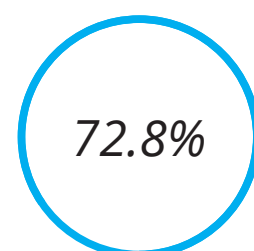




**A\*-C AT  
A LEVEL  
IN 2020**



**A BROAD  
CURRICULUM  
OF A LEVEL  
SUBJECTS**



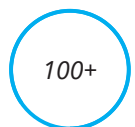
**GCSE  
(6-9) A\* - B  
IN 2020**



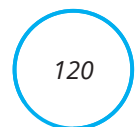
**UK  
SCHOOLS  
FOR VALUE  
ADDED**



**SPORTS  
TEAMS**



**CO-  
CURRICULAR  
ACTIVITIES**



**STAFF**



**TOTAL STAFF  
TO PUPIL  
RATIO**

# Our Foundation







THE  
CHORISTER  
SCHOOL

Leading  
Independent  
Schools

HMC



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Quarryheads Lane  
Durham  
DH1 4SZ

[www.durhamschool.co.uk](http://www.durhamschool.co.uk)

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*Please note all information submitted as part of an application for a position at DCSF will be held and processed under the terms of our privacy notice available at [www.durhamschool.co.uk/pn/](http://www.durhamschool.co.uk/pn/)*