



Newland House  
School



## Job Application Pack

# Assistant Head (Operations)

Closing Date for Applications: 23 February 2026



## OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.



## SUMMARY OF **THE ROLE**

The Assistant Head (Operations) will provide strategic and operational leadership to ensure the efficient, safe and seamless day-to-day running of the School. The postholder will have oversight of the whole-school calendar and operational routines, ensuring that activities, events and priorities are carefully planned, coordinated and delivered to a high standard.

The role will include responsibility for staff deployment and daily cover arrangements, working proactively to maintain continuity of learning and minimise disruption. The Assistant Head (Operations) will also lead the organisation and delivery of INSET and staff training days, ensuring operational arrangements support high-quality professional development.

As the School's Educational Visits Coordinator (EVC), the postholder will oversee all educational visits and trips, ensuring full compliance with statutory requirements, robust risk assessment procedures and the highest standards of pupil safety and safeguarding.

Acting as the central escalation point for operational matters, the Assistant Head (Operations) will work closely with the HR Manager on absence monitoring, workforce planning and resource management, contributing to the School's strategic leadership and operational resilience.



## FURTHER DETAILS

**Application period closes:** 9.00 am on Monday 23 February 2026

**Interviews:** Thursday 26 February 2026 / Friday 27 February 2026

**Employment Commences:** 1 September 2026

**Salary:** Competitive remuneration package, commensurate with experience and responsibility.

**Contract:** Permanent / Full-time

We welcome any discussions regarding this role or any other queries you may have.

We reserve the right to interview, appoint, and close the advert early depending on the volume of applications we receive.

# JOB DESCRIPTION

The Assistant Head (Operations) will play a pivotal role in the strategic and operational leadership of the School, ensuring that systems, routines and staffing structures enable the highest standards of teaching, learning and pupil safety. With responsibility for the coordination of the school calendar, staff deployment, operational planning and educational visits, the postholder will ensure that the School runs efficiently, compliantly and with clarity of purpose. This role is central to maintaining organisational coherence, minimising disruption and supporting the wider leadership team in delivering the School's strategic priorities.

The postholder will be a key member of the Senior Management Team, working closely alongside the Head, Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Pre-Prep) and Bursar. The Assistant Head (Operations) will report directly to the Head and collaborate across the leadership team to ensure operational excellence throughout the School.

## Main duties and responsibilities

### Operational Leadership and Daily Organisation:

- Provide strategic oversight of the School's day-to-day operations, ensuring routines are efficient, communication is clear and systems support a safe, orderly and purposeful environment for pupils and staff.
- Act as the first point of escalation for operational matters, resolving issues promptly and professionally to minimise disruption to learning.
- Lead the planning and management of the whole-school calendar, coordinating contributions from the Senior Leadership Team, Senior Management Team and other key leaders to ensure alignment with strategic priorities, avoid clashes and maximise participation.
- Oversee and quality assure staff deployment, including daily cover arrangements and duty rotas, to ensure appropriate supervision, effective use of staffing resources and continuity of provision.
- Lead the operational planning and operational delivery of whole-school INSET and staff training days, ensuring that venues, schedules, resources and communications are carefully coordinated and executed.

### Educational Visits & Educational Visits Coordinator (EVC) Responsibilities:

- Serve as the School's Educational Visits Coordinator (EVC), ensuring that all educational visits and trips fully comply with statutory guidance, ISI requirements and the School's Educational Visits Policy.
- Oversee the planning, approval and administration of all visits, including day trips, residentials and adventurous activities, ensuring robust risk assessments and safeguarding procedures are in place.
- Provide expert guidance and support to trip leaders in relation to documentation, provider vetting, staffing ratios, supervision standards, operations and emergency planning.

# JOB DESCRIPTION cont.

## Main duties and responsibilities

- Liaise closely with external providers, the Bursar, HR and the Designated Safeguarding Lead (DSL) to ensure that all visits are safe, well-organised and appropriately resourced.
- Deliver training and clear guidance to staff on visit planning, risk assessment processes and expectations for supervision and conduct.
- Maintain and regularly review the School's educational visits systems, approval processes and compliance records to ensure accuracy, accountability and continuous improvement.

### People Leadership and HR Interface:

- Work in close partnership with the HR Manager to monitor staff absence, analyse patterns and trends, and support effective return-to-work processes in line with School policy.
- Contribute to strategic workforce planning, ensuring that operational staffing requirements including cover, duties and supervision are met efficiently, fairly and sustainably.
- Provide clear induction and ongoing guidance to staff regarding operational expectations, duty rotas, cover procedures and operational systems.
- Ensure timely, accurate and professional communication with staff in relation to deployment, operational updates and operational arrangements, promoting clarity, consistency and accountability.

### Safeguarding and Operational Compliance:

- Maintain up-to-date safeguarding training and ensure that all operational systems including duty rotas, supervision zones, trip staffing and visitor management consistently uphold the highest standards of pupil safety.
- Ensure that duty rotas, cover arrangements and educational visit staffing meet safeguarding ratios and supervision expectations at all times.
- Support the Designated Safeguarding Lead (DSL) and Deputy DSLs by providing accurate, timely and relevant operational information, ensuring full alignment with safeguarding procedures and processes.

### Parent and Community Engagement:

- Communicate clearly and proactively with parents regarding operational updates, calendar changes, trip operations and access arrangements for school events.
- Support the planning and smooth delivery of parent-facing events, ensuring all operational arrangements are well coordinated.

# JOB DESCRIPTION cont.

## Main duties and responsibilities

### Line Management and Staff Development:

- Monitor and quality assure administrative and operational processes, identifying and implementing improvements where necessary.
- Provide training, guidance and support to staff on operational systems, operational procedures and expectations, ensuring clarity and consistency across the School.

### Extra-Curricular and Wider School Provision:

- Work closely with the Extra-Curricular Clubs Coordinator, Wrap Around Care Manager and Bursar to ensure that clubs, wraparound care, trips, visiting speakers and enrichment activities run efficiently and safely.
- Oversee rooming, supervision and site coordination for events, extended-day provision and extra-curricular activities, ensuring smooth operations and high standards of pupil care.

### Teaching:

- Deliver a reduced teaching timetable as required, aligned with professional expertise and the School's operational needs.

### Quality Assurance and School Improvement:

- Contribute to self-evaluation and school improvement planning, particularly in relation to operational processes, compliance, health & safety and operational systems.
- Maintain high-quality communication with parents, staff and the wider community, representing the School at relevant events.
- Ensure the School remains inspection-ready with respect to operational documentation, EVC compliance and operational procedures.

### Additional Duties:

- Support the planning and delivery of whole-school events and community activities that require operational or logistical coordination.
- Review and update relevant policies relating to operational procedures, educational visits and operational systems to ensure clarity, compliance and best practice.
- Attend school events within the operational or EVC remit, providing oversight and ensuring smooth delivery.
- Undertake any other reasonable duties as requested by the Head, consistent with the responsibilities and scope of the role.

# THE CANDIDATE

## Qualifications

- Degree and Qualified Teacher Status (QTS).
- Evidence of ongoing professional development, demonstrating commitment to continuous learning and leadership growth.
- Up-to-date safeguarding training, with willingness to undertake further training related to the Designated Safeguarding Lead (DSL) role.
- Accredited Educational Visits Coordinator (EVC) training.
- Qualifications in project management, leadership or operational management.
- Additional safeguarding or health & safety certifications (e.g., risk assessment training).

*Note: The first three items are considered core requirements, with the remaining qualifications highly desirable and supportive of success in the role.*

## Experience

- Proven leadership of operational or logistical systems within a school or similar organisation.
- Experience coordinating staff deployment, duty rotas or day-to-day operational routines.
- Experience planning, managing or overseeing whole-school events, timetables or complex schedules.
- Experience supporting staff absence processes or liaising closely with HR.
- Experience contributing to or leading educational visits, trips and off-site activities, including involvement with EVC responsibilities.
- Experience as a trained or acting Educational Visits Coordinator (EVC).
- Experience managing large-scale events, residential trips or off-site activities.
- Experience coordinating INSET or contributing to whole-school professional development planning.
- Experience line-managing operational or administrative staff.

*Note: The first five items reflect core experience needed to succeed in the role, while the remaining items are highly desirable and will strengthen effectiveness in the position.*

## Skills

- Exceptional organisational and time-management skills, with the ability to manage multiple priorities simultaneously.
- High-level attention to detail and accuracy in planning, scheduling and communication.
- Strong analytical and problem-solving skills, able to resolve operational issues calmly and effectively under pressure.
- Excellent interpersonal skills, with the ability to communicate clearly and professionally with staff, parents and external providers.

# THE CANDIDATE cont.

- Ability to train, guide and support colleagues on operational systems, processes and expectations.
- Competence with digital administrative systems, including MIS, calendar platforms and cover management software.
- Ability to lead staff training sessions or workshops (e.g., trip planning, safeguarding in supervision).
- Strong data-handling skills for planning rotas, analysing absence patterns or forecasting staffing needs.

*Note: The first six points reflect core skills essential for the role, while the remaining points are highly desirable and enhance effectiveness in leadership and operational management.*

## Knowledge

- Clear understanding of operational best practice in schools, including supervision models, duty systems and cover procedures.
- Strong working knowledge of safeguarding expectations related to supervision, educational visits and staff deployment.
- Awareness of statutory guidance relating to educational visits, risk assessment and compliance requirements.
- Understanding of HR processes relevant to staff absence monitoring and return-to-work procedures.
- Familiarity with ISI expectations for compliance, supervision and educational visits.
- Knowledge of health & safety regulations as they relate to school operations, site management and event planning.

*Note: The first four points reflect core knowledge essential to the role, while the remaining items are highly desirable and support effectiveness in leadership and operational oversight.*

## Personal competencies and qualities

- Calm, reliable and solutions-focused under pressure, demonstrating strong professional judgment.
- High expectations of self and others, with the ability to hold staff kindly and firmly to account.
- Visible, supportive and approachable, building trust and positive relationships across the School.
- Resilient, reflective and committed to continuous improvement.
- A collaborative team player who contributes effectively to the Senior Management Team and wider school community.
- Strong alignment with the School's ethos, values and commitment to pupil safety.

# THE CANDIDATE cont.

- Confident representing the School with governors, external partners or during inspections.
- Able to inspire confidence and motivate staff during periods of change or operational challenge.

*Note: The first six points reflect core personal qualities essential to success in the role, while the remaining items are highly desirable and enhance leadership presence and influence.*

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate, to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

# WHY WORK AT NEWLAND HOUSE SCHOOL

**Generous pay and allowances** – based on skills and experience.

**Pension** – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

**Longer holidays** – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

**Staff fee remission** – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

**Enhanced sick and maternity/paternity pay**

**Flexible and generous time off work policy** – special leave, time off for dependents and appointments.

**Lunches and refreshments** – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

**Flexible working options** – job share and part-time.

**Cycle to work scheme** – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

**Career personal development** – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

**Continuous appraisal process** – to ensure staff get regular feedback.

**iPads** – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

**Staff social committee** – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

**Staff reps forum** – an opportunity to get your voice heard.

# CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from their line manager or SLT to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.



## Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.





## HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to HR Manager, Ashlesha Sarang-Patel via email on [ASarang-Patel@newlandhouse.net](mailto:ASarang-Patel@newlandhouse.net) by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact the Head, Chris Skelton via email on [HeadsPA@newlandhouse.net](mailto:HeadsPA@newlandhouse.net)