



**D'OVERBROECK'S  
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL



# Candidate brief for the position of **OPERATIONS MANAGER**

To start as soon as possible



## The school

d'Overbroeck's is a leading co-educational independent day and boarding school in Oxford for students aged 11 – 18.

Founded in 1977, initially as a Sixth Form, d'Overbroeck's has maintained its founding values throughout its growth.

We believe in outstanding teaching and laughter. We celebrate the individual and foster a culture that promotes collaboration and originality. We pride ourselves on our unique blend of social informality and academic rigour.

Our students consistently achieve some of the best value-added results in the country. Our success has supported our continued growth, currently with over 760 students across our 4 teaching sites.

We are located in North Oxford, and we've established ourselves as a thriving, forward-looking and highly successful school. We are known for our distinctive, non-traditional ethos, an outstanding staff team, and a strong reputation for the quality of our educational and pastoral provision.

d'Overbroeck's comprises of 3 sites: Years 7-11, The International School, and the Sixth Form, giving a school of approximately 765 students (200,125 and 440 students in each section respectively). The school follows GCSE/IGCSE and A Level based curriculum.

As the school continues to grow, we continue to develop our facilities to ensure that we can offer excellent resources to our students. This is an opportunity to become part of the d'Overbroeck's community at a very exciting point in our development. Our school is part of the Nord Anglia family of 88 schools around the world and part of you work will be working with regional teams in areas such as digital marketing and branding.



## Our ethos

We place academic achievement and personal growth at the heart of everything we do at d'Overbroeck's. Our success in achieving these goals is evident in students' achievements both in and outside the classroom, as well as in the enthusiastic endorsement we receive from current and former parents and students.

Our innovative approach sets us apart from other local independent schools and is characterised by purposeful informality. Our ethos is firmly built on personal relationships, and on a strong belief that every individual is at the heart of the school.

At the same time, our approach is distinctly collaborative. We believe in leading by example, in a healthy dose of flexibility and in the power of laughter and humanity.

'**Enthusiasm**', '**maturity**' and '**courtesy**' are words that visitors to the school frequently use to describe us.

We provide an environment which gives both staff and students the space to be themselves as well as the encouragement and stimulus to grow, to learn, to

engage with complexity and to achieve their goals.

And they'll also have time for friendship and living life to the full.

Our policy is for everyone, staff and students, to be on first-name terms throughout the school. Our experience is that this fosters more mutual respect and truer, more motivating interactions between staff and students.

Students wear school uniform up to Year 11 and there is no uniform in the Sixth Form. Our uniform is relatively light-touch, which allows each student a sense of their own individual personality.

d'Overbroeck's does not have any particular religious affiliation and we welcome students and staff of all faiths and none.

*In its key findings, our most recent inspection report (2021) found that our students are highly motivated with extremely positive attitudes to learning. They were described as successful collaborative learners who are naturally inclusive. They were said to have a remarkably strong sense of self understanding and excellent awareness of how to improve and achieve their goals.*

*ISI inspection report. October 2021*



## Teaching and learning

We teach a broad academic curriculum with a wide choice of subjects at GCSE and A-Level; we currently offer 37 different A Levels. Students in the International School study a mixture of GCSEs and IGCSEs.

At d'Overbroeck's, we emphasise fostering resilience and independent learning skills starting from Year 7. In the Sixth Form, many students complete an EPQ alongside their A-Level programme, and students regularly take part in Maths and Science Olympiads.

We offer bespoke academic enrichment programmes through our Think programme. These are suitable for students who want to develop their academic skills in preparation for Oxbridge, Medical/Veterinary and Law programmes and for wider university study. Students have the opportunity to participate in a wide range of trips and sessions from visiting speakers throughout the year.

We integrate a Personal Development (PD) programme into the curriculum throughout the school. Students study a Personal Development Programme which introduces them to information, views and debates on contemporary issues.

Our focus is on reflective teaching and professional learning. We have our own in-house system of CPD that promotes reflective and collaborative practices and allows staff to delve into areas of pedagogy that truly interest them.

The teaching approach at d'Overbroeck's has always been built around comparatively small classes. In Years 7-11, classes are generally kept to a maximum of 15 students. In the Sixth Form and The International School to we aim to keep classes to a maximum of 11.

At the International School, many students follow a one-year programme which prepares them for IGCSE exams in up to 8 subjects alongside intensive teaching in English for academic purposes (EAL). We also offer a growing two- and three-year IGCSE programme for younger students, which runs alongside the current one-year programme.

Our exam results are very strong. We are the top school for progress (value-added) at A-Level in Oxfordshire and every year many of our students progress to Oxbridge and other top Russell Group universities.

# Boarding

We currently have over 300 residential boarders at d'Overbroeck's, which is set to increase in the next few years as the school grows. Our boarders are currently either in the Sixth Form (where around half the students are boarders) or in The International School (where almost all the students board), however from September 2024 we will also be offering boarding for our Years 7-11 students.

In the Sixth Form, students can either board full-time or weekly. For some of our boarders home is just 30 or 40 miles away; for others it is another part of the world. Some will have boarded before while for others this may be the first experience of being away from home and family.

Whichever it is, our aim is to create a close-knit, homely boarding environment where students are

physically comfortable and personally at ease; where they can live and work happily, enjoy freshly-cooked, well-balanced meals and make strong and lasting friendships. Like our teaching space, our boarding provision continues to develop considerably.

We have a purpose-built Sixth Form boarding house (Islip House) opposite our Sixth Form. We also have a Sixth Form boarding house in St Aldates, in the heart of the city and in Westway to the west of the city. We have another boarding house on the Banbury Road (shared with some International School students) and three further boarding houses in north and west Oxford for International School students.



# Co-curricular

Alongside the academic curriculum, we offer a varied and vibrant programme of co-curricular activities to open up all sorts of opportunities for students in every year. Sport is diverse and wide-ranging, music and drama are very strong and concerts and school productions are always big events to look forward to.

## Music

We offer a range of concerts and musical events throughout the year for students across the school. We also have a popular Instrumental and Vocal programme taught by a team of experienced peripatetic instrumental teachers each week.

## Drama

Drama at d'Overbroeck's is about much more than learning lines and performing: it's also about unleashing our students' dramatic creativity. It's also a vehicle through which students develop confidence in themselves – not just as performers, but as individuals and members of a broader society.

## Sport

We take an inclusive approach to sport and encourage all students to take part in different activities when they study with us. Whilst it's very important to us that students get the opportunity to compete and represent the school, it's equally important that they develop lifelong learning around active, healthy lifestyles.

Although we don't have our own playing fields or sporting facilities, we are fortunate to have the use of an excellent range of venues and facilities nearby, including those of Oxford University at Iffley Road. During term-time, our students use these facilities on a daily basis.

*'It's hard to imagine a better school for nurturing and developing students.... Without exception all staff are dedicated to the aspirations of the school, resulting in a lovely and thriving atmosphere that produces excellent results and well-rounded teenagers!'*

Parent





## Association membership

d'Overbroeck's is a member of the Independent Schools Council (ISC), the Society of Heads of independent schools and of the Boarding Schools Association. The school is also an associate member of AGBIS.

## Accreditation and inspection

d'Overbroeck's is an accredited member of the Independent Schools Council.

The most recent ISI inspection took place in October 2021. This was an educational quality inspection, which graded our students' achievements and personal development as "excellent" (the highest grade). It stated that d'Overbroeck's is "a community which is built on kindness, good humour and respect".

Copies of our ISI inspection reports can be found at: [Policies & Inspections - d'Overbroeck's \(doverbroecks.com\)](https://www.doverbroecks.com/policies-and-inspections)

## Safer recruitment

d'Overbroeck's is committed to safeguarding and promoting the welfare of all its students, and this is a responsibility that is shared by all members of staff. The successful candidate will be subject to an enhanced DBS disclosure. Please see the section on Disclosure below.

## Disclosure

Please note that d'Overbroeck's aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure of criminal background from the Disclosure and Barring Service before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service/about](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about).

# Operations Manager

## Key Responsibilities and Accountabilities

You will report to the Director of Finance and Operations.

The Operations Manager has responsibility for managing the majority of non-teaching staff within the School to deliver the environment for the teaching staff to maximise the potential of pupils. Direct reports include the Facilities & Maintenance team, IT staff, Human Resources and administrative personnel. The position is also responsible for Catering (outsourced) and Cleaning (mainly outsourced). With a diverse portfolio, the Operations Manager has the following responsibilities:

## Strategy and Planning

- Support the Director of Finance and Operations to develop the extensive medium to long-term capital expenditure programme in line with the Strategic Plan;
- in conjunction with the Director of e learning and Senior Leadership Team, oversee the delivery of IT in accordance with the School's IT Strategy and Nord Anglia Education policy;
- Constantly review the School estate, identifying potential maintenance needs and opportunities for rationalisation and develop and deliver a preventative maintenance programme for the School estate;
- In conjunction with the Principal, Director of Finance and Operations, stakeholders and professional advisors, develop specifications for major building or refurbishment projects;
- Work with the Director of Finance and Operations to oversee business development to maximise revenue streams from commercial activities and lettings to support the School's strategic goals;
- Constantly review and manage the personnel needs of the non-teaching team to ensure the successful delivery of the School's Strategic Plan and vision for the future.

## Financial

- Ensure that budgets for the Operations team are managed effectively and in line with the School's needs;
- ensure that adequate controls are in place to prevent fraudulent use of the School's funds or property;
- oversee contracts and purchases, ensuring that all are handled appropriately, deliver value for money, and are completed in line with delegated financial powers, contract limits and authorisations.

## Operations

- Have overall responsibility for the delivery of day-to-day support operations across the School;
- Build strong professional teams and a culture of continuous improvement while ensuring that the School is able to meet its overall needs;
- Oversee the management of any residential property used by the School;
- Ensure the efficient delivery of highest standards of safety and security;
- Oversee and control of the School's (out-sourced) cleaning service including contract management and procurement;
- Oversee the School's (out-sourced) catering operations including contract management and procurement;
- Oversee the management and maintenance of the School transport fleet including:
  - monitoring usage of School vehicles, driver training and assessments
  - periodic review of School vehicle requirements including vehicle sourcing
- Oversee the School's energy consumption, while implementing measures for energy conservation to ensure that the School complies with UK Government energy efficiency schemes;
- Identify where economies can be made and promote a best value for money culture when tendering for services.

## Staffing

- Oversee the recruitment, allocation and management of all departmental staff;
- set roles and responsibilities for all direct reports, agreeing annual objectives and completing annual development reviews;
- Ensure an appropriate training and development programme is in place for all departments.

## Compliance and Risk Management

- Lead the support services preparation for, and response to, inspections in order to maintain compliance with the Independent Schools Standards Regulations;
- Ensure that the School has effective risk management plans and procedures in place including a risk management register which is regularly reviewed and updated;
- Develop business continuity and contingency plans which enable the School to respond effectively to extraordinary situations;
- Working with the HR Manager and Vice Principal - Staffing, ensure the proper and effective management of safer recruitment for teaching and non-teaching staff through internal testing and inspection to ensure the School's Single Central Register is accurate and compliant at all times;
- Support the HR function including regular review of policies and processes relating to employment matters to ensure compliance;

- Discharge appropriately all legal, and statutory requirements relating to the School and its activities;
- Review and update the School policies for which the post-holder has responsibility in line with policy review matrix;
- Where necessary, arrange periodic external compliance audits of the School;
- Chair the Health & Safety Committee, keep good records and follow up matters in a timely manner;
- Undertake such other duties as may be reasonably determined by the Director of Finance and Operations /Principal. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

## Salary

The salary for this position will be dependent on experience.

Staff at d'Overbroeck's also benefit from

- free cooked lunches during term-time
- access to 'We Care' medical and counselling services
- discounted membership rates for a nearby sports and leisure club
- participation in the 'Cycle to Work' scheme
- fee discounts for children of staff attending d'Overbroeck's School

## Further information

If you would like any further information at this stage, please contact [HR@doverbroecks.com](mailto:HR@doverbroecks.com).

## Applications

The closing date for applications is **22 July 2024**.

Please apply as soon as possible. All applications will be processed on receipt.

Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing. Please note, however, that we reserve the right to shortlist and invite suitable candidates in for interview prior to this date.



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