



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

## **Professional Services**

### **CANDIDATE INFORMATION**

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**The closing date for applications is 5 pm on 25 March 2019.**

**Longlisting informal interviews will take place in the week commencing 1 April 2019 and final interviews will take place in the week beginning 8 April 2019.**

Dear Candidate,

I am delighted to write, as the Principal of the University of Birmingham School, to thank you for your interest in the role of Director of Operations.

We passionately believe that the purpose of education is to develop the academic success and character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive.

The successful candidate will work closely with myself, our Governors, Senior Leadership colleagues and the professional services team, as well as the wider teaching and University community, to ensure the School delivers against its vision. You will be recognised for your leadership across the School, the University, and the city.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, drama, music, trips and visits into our extended school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

We have been delighted with the interest that the school continues to receive - being referred to by the Prime minister recently when she said:

***"I want to build on the success we have already experienced when some of our great universities have stepped in to help by sponsoring or supporting a local school. Recently we have seen the University of Birmingham open an impressive new School for secondary school pupils and Sixth Formers".***

As the first secondary 'University Training School' in the country, we aspire to play a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



**Colin Townsend**  
Principal

## **University of Birmingham School – Information for Candidates**

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity of 1,150 in 2019/20.

At University of Birmingham School, we're pioneering a comprehensive school and sixth form for a truly diverse and inclusive student community that creates great citizens. We're proud to welcome 11 - 19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school that will forever put education, safety and wellbeing first.

Our diverse curriculum is supported by a school-wide enrichment programme and extended school day that ensures all students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we're creating better citizens, better communities, and a better world.

### **About our Education**

The curriculum in Years 7 to 10 includes Art, Biology, Chemistry, Computer Science, Design Technology, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2019/20 we are offering Art, Biology, Business Studies, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics, Psychology, Sociology and Religious Studies.

The Form Tutor, Progress and Pastoral Managers and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

### **How is the University of Birmingham School different?**

#### **1. Character Education**

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

## **2. Enrichment Programme**

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

## **3. Links with the University of Birmingham**

The third distinctive feature of the School is the potential created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

### **Why should you apply to work at the University of Birmingham School?**

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals who want to contribute to the School's work in transforming the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with committed colleagues.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach.

We will expect you to do your best, to be an outstanding role model, to be committed to self-improvement, and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from contributing to the shaping of future successful citizens.

We look forward to receiving your application to what is a pioneering school for Birmingham, a school of tomorrow, the University of Birmingham School. We intend that our graduates will go on 'make a difference' to the lives of others – the real value of a high quality education. Come and help us achieve this ambitious goal.

## Benefits

### Commitment to Staff

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- paying staff a single salary for doing an excellent job;
- maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- putting care for staff, their wellbeing and professional development at the heart of the School;
- establishing a culture of robust performance development and appraisal to underpin this policy;
- developing and maintaining a harmonious working environment.

### Pension

All professional services staff will be eligible to contribute to the Local Government Scheme.

### Benefits

Staff at University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes.

<b>Professional development</b>	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
<b>Travel</b>	Cycle scheme Car leasing scheme Discounted travel passes
<b>Family</b>	Childcare vouchers University nurseries
<b>Health &amp; wellbeing</b>	University staff rates at the Sports Centre

## University of Birmingham School

### Director of Operations - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

**Salary:** UoB School G7, starting at £48,939

**Reporting to:** The Principal

**We are seeking to recruit an experienced, committed and skilled leader to join us as Director of Operations.**

#### Core Purpose

As one of the senior leaders in the School, you will make a significant contribution to the development of the School. You will:

- provide strategic leadership and development of the Professional Services team, systems and procedures during a time of rapid change and growth, as the School grows to full capacity in 2020;
- develop and maintain an excellent working relationship with senior staff who are key stakeholders at the University of Birmingham, fostering a strong partnership working arrangement;
- ensure that all activities across a broad portfolio of governance, strategic planning, finance, HR, compliance, risk management, premises, IT, administration, marketing, fundraising, and stakeholder relations serve the vision, strategic direction and priorities of the School;
- develop and maintain an up-to-date understanding of relevant educational issues, policies and legislation, including the specific requirements upon Academies and Free Schools; and incorporate the implications within the operation of the role;
- establish credibility and trust with senior leaders within the Department for Education, Educational Funding Agency, the Board of Governors, and corporate partners and donors.

You will also develop a close working relationship with the Principal supporting him in the development of the organisation to establish a world-class institution that meets the aspirations of its parent organisation and transforms the lives of its students. We are looking for someone who is proactive, flexible, calm under pressure, hard-working, and resilient, with the ability to adapt and lead to suit the needs of a developing team.

#### Principal Accountabilities

##### Strategic Planning and Governance

- Playing a leading role in supporting the Principal and Board of Governors in the strategic development of the School, including:
  - Acting as a full member of SLT (senior leadership team) and working closely with all SLT members.

- Supporting the monitoring and review of the School Improvement Plan, including KPIs and resource allocation;
- Supporting the Principal and SLT to model and assess a range of scenarios in response to a changing context for education and a growing school, in line with the School's Vision and Ethos;
- Ensuring, at all times, that the School is taking advantage of all appropriate human and physical resources at the University, and retaining its distinctive characteristics.
  - Governing body liaison: maintain a register of members and directors, including their interests and attendance at meetings;
  - give and receive notices concerning Governor appointments, resignations and disqualifications;
  - submit any relevant annual or other periodic returns to the Department for Education, Companies House etc;
  - provide advice on relevant constitutional or compliance matters to the Principal.
- Providing support, timely information and high quality papers for the University School Advisory Group, and other University committees, including Council and University Executive Board.
- Maintaining the School's Risk Register, ensuring it is regularly reviewed by the Audit Committee and the full Board of Governors;
- Maintaining the School's Business Continuity arrangements and Crisis plan, in liaison with the University and the Senior Leadership Team;
- Preparing information for publications and returns to the DfE and other agencies and stakeholders, ensuring that the School is compliant with all relevant legislation and statutory guidelines.

#### Human Resource Management

- To lead the School's Human Resource Management, including:
  - Working with the Principal on staff planning and the growth of the School;
  - Ensuring all HR policies and procedures are actively used and compliant with appropriate legal, regulatory and good practice standards including safeguarding
  - Oversight of the Business Manager who has responsibility for payroll/pension arrangements, recruitment, appraisal/performance management, staff development, grievance, disciplinary and redundancy policies and procedures;
  - Procuring and drawing upon expert advice as required, whether through the University or external providers.

#### Financial Management

- To lead the School's Financial Management, acting as the School's Chief Financial Officer in line with the requirements of the Educational Funding Agency, including:
  - Taking responsibility for the annual budget setting and approval process, including establishing reasonable assumptions and ensuring compliance with government guidelines and funding.
  - Monitoring the capital and revenue budgets with the School Business Manager and raising any areas of concern to the Principal in a timely manner.
  - Ensuring the School Business Manager follows best practice and achieves best value in procurement and supplier management, including the establishment and review of contracts and service level agreements.

- Monitoring and reviewing financial and budget procedures, standards, systems and controls ensuring appropriate and clear policy guidelines are in place and acted upon. The post holder will be required to ensure all financial arrangements are in line with the Academies Financial Handbook.
- In association with the Business Manager and University, ensure annual statutory accounts, VAT returns and EFA submissions are completed on a timely basis.

#### Facilities and Site Management

- Oversight of Facilities and Site Management, through the Facilities Manager as follows:
  - With the Facilities Manager, review procedures for site management and maintenance as the School grows, ensuring that the School adheres to the expectations of the University in terms of estates management and the investment made in the building.
  - Monitoring, assessing and reviewing outsourced or ancillary services, including those delivered by the University, in conjunction with the Facilities Manager.
  - Developing a systematic procedure for asset management, which will ensure an accurate and current asset register.
  - Ensuring the School arrangements for insurance are effective and in place.
  - Liaising with, seeking and making use of specialist University expertise in relation to estate and facilities issues in line with agreement of services, including reviewing space needs with the Principal and SLT.
  - Ensuring events planning takes account of the demands on the building, and users are also aware of the impact on lettings.
  - Ensuring that all services procured deliver value for money.

#### IT Systems

- To work closely with the IT contractors, in defining the technology requirements for the School, including:
  - Ensuring resources, support and training are provided to enable all work colleagues to make the best use of available IT, including teaching, learning and assessment systems;
  - Establishing systems to monitor and report on the performance of technology within the School, including the integration of different systems and resources;
  - Managing the introduction of technology as the School grows, delivering outstanding value-for-money and responding to the identified needs in teaching, learning and operations;
  - Managing the School's Managed Service contract and supporting the School's IT technicians in implementing the IT service;
  - Developing and managing contingency plans in the case of technology failure;
  - Liaising with, seeking and making use of specialist expertise in relation to IT issues and ensuring the School delivers its objective to develop sector leading use of technology across its work.

#### Professional Services and Administration

- To oversee the professional services team and School administration, in conjunction with the PA to the Principal, ensuring that systems and procedures are adhered to. This includes:
  - Recruiting, inducting and managing the School's professional services team.
  - Ensuring systems and processes for the effective management and administration of all areas of responsibility are maintained and reviewed as appropriate.

- Ensuring the School's role in acting as the Admission authority is statutorily and effectively discharged, including management of any admission appeals.
- Establishing strong relationships with equivalent Professional Services departments within the University eg Marketing, Student Services, HR etc, ensuring that the team is well connected to and supported by relevant colleagues and benefits from relevant CPD at the University.

#### External Relations and Income Generation

- Working with the Principal, lead the School's external relations and income generating activity, including:
  - Leading on the cycle of attraction, recruitment and conversion of Sixth Form applicants to the School, ensuring the School meets financial targets.
  - Develop the Corporate Partners Scheme and ensuring the renewal and satisfaction of the founding partners;
  - Continually review the School's marketing strategy, including stakeholder relations, media relations, online and social media and the production of promotional materials, and ensure all communications and materials adhere to agreed branding guidelines and licences.
  - Working with the University Development and Alumni office and the School's Parents Association, develop and implement the School's fundraising strategy whilst providing engagement with philanthropic donors to the School's capital programme.

<b>Director of Operations - Person Specification</b> (HT = How Tested, AF = Application Form, R = Reference, I = Interview )	<b>HT</b>
<b>Qualifications and Experience</b>	
Education to Degree level (or equivalent experience).	AF
Successful project management experience	AF
Specialist knowledge in one of the key areas of responsibility, eg HR, finance, premises, IT, administration or external relations.	AF
Broad experience of operational management encompassing HR, finance, change management, business and/or premises management.	AF
Successful experience of strategic financial planning, including establishing and managing large scale budgets.	AF
Evidence of continuous improvement of effective administrative systems and procedures which deliver on organisational priorities.	AF
Experience of working with Trustees or Governors.	AF
Successful experience of working to financial standards, and financial procedures and regulations.	AF
Demonstrated ability to understand the context within which the School operates, and in particular to develop good working relationship across the University.	AF/I
Successful experience of making a major contribution to implementing strategic plans.	AF
<b>Personal Qualities</b>	
Possess personal impact and presence, with an ability to lead, provide clear vision and command respect.	I
Ability to establish and develop good relationships with all involved in the School and the wider University.	R/I
Ability to communicate effectively in writing and orally, and be competent in the use of ICT.	AF/I
Ability to deal sensitively with people and resolve conflicts.	R/I
Ability to progress complex, interdependent workstreams from concept/early development to reality.	R/I
A self-starter with outstanding attention to detail and accuracy.	I
Adaptable to change and able to embrace innovation and creativity.	R/I
Ability to oversee tasks through to their conclusion.	I
<b>Leadership/Management Experience</b>	
Recent experience of managing teams.	AF
Clear strategic thinker, able to motivate and staff.	R/I
Ability to delegate responsibility, set high standards and provide a focus for improvement.	R
Ability to manage change, and monitor and evaluate its impact.	R/I
Significant experience of building relationships with partners and other agencies.	I/AF

### **Safeguarding**

The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

### **Complaints**

If, following a future review, amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_  
(Signature of the Principal)

Copy received by \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Director of Operations)