



**NORLAND PLACE
SCHOOL**

Deputy Bursar / Operations Manager

About Norland Place School

Norland Place is an independent non-selective proprietary day school for approximately 240 boys and girls. It was founded in 1876 and remains on its original site with the addition, some fifty years ago, of No.162 Holland Park Avenue.

The school is located in the leafy residential West London area of Holland Park and enjoys easy access from the underground (Central Line: four minutes' walk). Located on the western border of Kensington & Chelsea, it is within easy reach of many major routes including the M40, M3 and M4.

A school rooted in the local community, the majority of pupils come from Holland Park, Notting Hill and the near-by Brook Green areas. Norland has an excellent reputation for high academic standards and traditional values combined with a forward-looking modern-day relevance.

Norland is a happy, dynamic and successful school that prides itself on bringing the best out of each and every pupil.

The staff comprises the Headmaster, Deputy Head, Director of Studies, Pre-Prep Coordinator, class teachers from Reception to Year 6, subject specialists in French, Music, Art, Computing, PE and ICT and classroom assistants in Reception to Year 3. The school has a dedicated SENCO with visiting teachers in both the Special Needs and the Music departments.

Non-teaching staff include the Site Manager and Kitchen Staff. The Bursar, Registrar/Head's PA, Operations Officer and School Secretary complete the school team.

Norland Place is non-denominational, but has an underlying core based on Christian values: all pupils take part in traditional assemblies and local churches are used to host a Nativity Play and Carol Service each year. Whilst the academic progress of each pupil is a paramount priority, Norland has a strong reputation for providing a broad and balanced curriculum where music, art and PE/sports are all important and vibrant aspects of school life.

A central aim at Norland Place is to provide a happy, stimulating environment where children will thrive. We hope that they will all find strengths, have support for areas that need development and develop the confidence, independence and self-esteem that will stand them in good stead for the future.

For further insight into life at Norland Place, please visit our website: www.norlandplace.com

Founded
1876

The Role & the Person

Information Technology

Alongside the Bursar, manage the school's IT requirements and all aspects of the school's IT delivery to internal and external stakeholders

- a) Oversee the management of external IT support providers or companies
- b) Supporting the development and implementation of the school's IT strategy
- c) Assist all elements of IT procurement
- d) Liaise with the IT company to ensure the smooth administration of pupil leavers and joiners
- e) To ensure photocopiers, telephones, monitors and associated resources are maintained and kept in good working order.

Maintenance

- a) Together with the Bursar and Site Manager, develop and maintain a planned annual maintenance programme
- b) To make operational budget recommendations for maintenance
- c) To ensure that appropriate systems are implemented to control visiting contractors
- d) To arrange for building conditions surveys and related planned maintenance systems to be in place
- e) To review the operational reactive maintenance systems
- f) To meet key department heads to discuss planned maintenance schedules and identify improvement projects
- g) Manage all buildings-related maintenance service contracts.

Health & Safety

- a) To undertake an annual review with the Bursar and be responsible for the publication and monitoring of the implementation of the School's Health & Safety and related policies and procedures
 - b) To implement a Health & Safety action plan
 - c) To ensure completion of Health & Safety records
 - d) Assist with the maintenance of all risk assessments and training of staff
 - e) To respond to any Health & Safety concerns appropriately and ensure that all practices within the areas of the school comply with Health & Safety requirements
 - f) To ensure compliance with fire safety legislation and best practice
 - g) To manage the Fire Risk Assessment (FRA)
 - h) Ensure that the fire policy and fire evacuation procedures are kept up to date
 - i) Take responsibility for the fire safety systems and the fire response procedures
 - j) Ensure FRA and fire plans are kept up to date and renewed as required
 - k) Ensure the recommendations of FRA are acted upon and kept under continued review
 - l) To ensure compliance with all Health & Safety legislation (eg Legionella)
 - m) Maintain the asbestos policy and register.
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The Role & the Person

Household Management

- a) To manage and direct the cleaning company ensuring that all teaching and communal areas are clean and well-presented
- b) Contract management of external waste and hygiene providers
- c) To ensure there is an accurate asset list of school property.

School Trips/Sports Fixtures & Clubs

- a) Attempt to reduce spend on external coach hire by reviewing processes and procedures to explore efficiencies
- b) To ensure and manage appropriate systems and procedures for the efficient booking of external coach hire for sports fixtures and any school trips
- c) To ensure that all school trips are costed and presented to the Bursar on all appropriate paperwork

Finance

- a) Assist the Bursar with the end of term parental fees invoicing
- b) To ensure that club payments are made to staff.

Miscellaneous

- a) To promote and safeguard the welfare of the children
- b) Comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety and welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Headmaster
- c) Keep up to date with pastoral care policies of the school
- d) Comply with the school's Code of Conduct
- e) To read other policies or guidance as and when required to do so by the DSL, Head or other members of SMT
- f) To act consistently in a calm and supportive manner with colleagues
- g) To attend staff meetings, briefings, INSET days and whole school events and productions, as required
- h) To undertake other specific duties which may, from time to time, be reasonably requested by the Head or Bursar
- i) To meet all deadlines for the efficient running of the school (eg reports, planning etc)
- j) To notify the school about personal absences due to illness and gain permission from the Bursar for any intended absence
- k) To be responsible for personal punctuality and wearing of appropriate dress.

Please note that the above list is not exhaustive

The Role & the Person

Personal Specification

- Excellent interpersonal skills
- Excellent communication skills
- Good level of financial acumen
- Good planning and organizational skills
- Ability to cope with change
- Attention to detail
- Ability to maintain confidentiality
- Experience of managing a property portfolio
- Experience of managing budgets
- Health & Safety experience and qualifications desirable (such as NEBOSH or IOSH)
- Project management experience
- Proficient in IT
- Experience of working in an educational setting desirable but not essential.

Salary

£40,000 with a review on successful completion of probation

Probationary Period

There will be a probationary period of six months.

Hours

This is a full-time role. Due to the nature of the job, precise working hours may vary. In general, the Deputy Bursar/Operations Manager will be expected to be in school Mondays to Fridays from 07:30-04:30 with an understanding that circumstances may require attendance outside these hours and very occasionally over the weekend. The role is not one which lends itself to remote working.

Benefits

- 5 weeks' holiday entitlement (25 days, not to be taken during term time & three days to be taken over Christmas close down) + 8 bank holidays
 - Reduced hours during school holidays
 - Contributory Pension Scheme
 - Free lunches and refreshments during term time
 - Free annual flu vaccination
 - Support with continuing professional development
 - Death in Service Insurance (3.5 x Salary)
 - Access to confidential 24-hour counselling helpline
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