



DIRECTOR OF OPERATIONS

Information Pack



Part of the
RUGBY
SCHOOL
GROUP



A WELCOME FROM THE HEADMASTER OF BEAUDESERT PARK AND THE GROUP CHIEF OPERATING OFFICER

Dear Candidate,

Thank you for your interest in the role of Director of Operations at Beaudesert Park School.

This is an exciting opportunity to join Beaudesert, a leading prep, set in the beautiful Cotswolds countryside, at a significant moment in its history. Following its recent merger with Rugby School Group, Beaudesert is entering an exciting new chapter, combining the character, warmth and traditions that have made it such a successful school with the investment, expertise and opportunities that come from being part of one of the UK's leading educational groups.

As Director of Operations, you will play a central role in that future. Working day-to-day with the Headmaster as a member of the Senior Leadership Team, you will lead the School's operational, financial and commercial functions, helping to ensure that Beaudesert continues to thrive for pupils, parents and staff alike.

What makes this role distinctive is the balance it offers. You will have the autonomy and responsibility that comes from leading operations within an individual school, while benefiting from the support of specialist colleagues across Rugby School Group, including working closely with the Group COO. It is a genuinely collaborative model that gives you the freedom to lead, without ever feeling that you are doing it alone.



We are looking for an experienced operational leader with sound judgement, commercial awareness and a collaborative approach. Whether your background is in education or another sector, if you are motivated by making organisations stronger and enabling others to succeed, this is an opportunity to make a lasting contribution.

We hope this brochure gives you a sense of both the role and the School. If our ambition for Beaudesert resonates with you, we would be delighted to receive your application.

We look forward to hearing from you.

Chris Searson

Headmaster
Beaudesert Park School

Dean White

Group Chief Operating Officer
Rugby School Group

ABOUT BEAUDESERT PARK AND RUGBY SCHOOL GROUP

Founded in 1948, Beaudesert Park School is one of the finest prep schools in the south-west, and a destination of choice for families from across the region. We are a co-educational day and boarding school for pupils aged 3–13, offering a broad and balanced education within a calm and purposeful setting. Our grounds and facilities provide space for learning, sport and play, giving pupils the environment they need to grow with confidence.

At the centre of Beaudesert is a clear commitment to the whole child. Academic progress matters, but it sits alongside character, curiosity and a strong sense of responsibility. Pupils are encouraged to try, to contribute and to develop the habits that will serve them well both at senior school and beyond. They leave us well prepared for the next stage of their education, equipped with the knowledge, values and friendships that last.

Rugby School Group comprises the historic Rugby School in Warwickshire together with four leading prep schools and a growing number of international partner schools. As part of the Group, Beaudesert benefits from significant investment, shared professional expertise and the long term security that comes from being part of one of the UK's strongest educational charities.

The result is a school that combines the warmth of a country prep with the ambition and support of a leading educational group. It is this balance between tradition and forward thinking that defines Beaudesert Park School today, and one that continues to shape its future.



RUGBY SCHOOL
GROUP





THE OPPORTUNITY

This is a significant opportunity to take on a senior leadership role with clear responsibility and influence within Beaudesert Park School.

The Director of Operations will:

- Lead all operational and administrative functions at the school, ensuring the day-to-day running of the school is efficient, compliant and aligned with its values.
- Oversee the estate, facilities and ongoing development of the site, maintaining its character while planning for future needs.
- Provide financial oversight and commercial insight, identifying opportunities that support the school's long-term stability and growth.
- Act as the local lead on health and safety and compliance, ensuring a secure and well-managed environment for pupils, staff and visitors.
- Manage key support services including catering, operations and administration, with a focus on quality, service and value.
- Contribute fully to the school's strategic direction as a member of the senior leadership team.

The role calls for sound judgement, initiative and strong leadership. It is supported by the expertise of Rugby School Group's central teams across finance, HR, IT, estates and compliance.

You will be joining Beaudesert at a point of real progress. This is an opportunity to make a lasting contribution to the future success of Beaudesert. It offers the opportunity to develop professionally while helping to shape the future of a school with strong foundations and a clear sense of purpose.



THE ROLE

Job Title	Director of Operations (BPS)
Department	Operations
Function	Operations / Senior Leadership
Reports to	Group COO (with reporting line to Headmaster BPS)
Location	Beaudesert Park School
Hours	Full time, all year

Job Purpose

The Director of Operations is the senior member of staff at the school responsible for the efficient and effective management of the operations. The postholder ensures the school runs smoothly on a day-to-day basis, acting as the Headmaster’s principal adviser on operational, compliance and commercial matters, while working closely with the specialist central teams based at Rugby School.

They will manage the school’s facilities, estate, administration, catering, trading activities, health & safety, and IT operations on site. They will provide local financial oversight, liaising with Rugby School’s central finance team on budgets and management accounts, as well as supporting fee administration and responding to parent queries regarding school fees. They will line manage the local HR Administrator, taking guidance and advice from Rugby School’s central HR department as required. The Director of Operations will also project manage capital projects on the school site.

The role is stand-alone on site, requiring initiative, sound judgement, and strong leadership, but with the support and expertise of the wider Rugby School Group.





KEY RESPONSIBILITIES / ACCOUNTABILITIES

Operational Leadership

- Lead all operational and admin (O&A) functions of the school, ensuring services are delivered effectively, efficiently, and in support of the school's educational aims and strategic objectives.
- Act as the main point of contact for central professional support teams (Finance, HR, Estates, IT, Health & Safety, Compliance) based at Rugby School.
- Advise the Headmaster and Group COO on commercial, operational, and compliance matters relevant to the school.

Finance

- Working closely with the Group finance department, line manage the school's finance and administration function, including fee billing and payroll.
- Work with Rugby School's central finance team to prepare, monitor, and manage local budgets and cash flow forecasts.
- Identify and implement opportunities to ensure the long term financial sustainability of the school.
- Support fee billing processes, liaising directly with parents on queries and debt collection as required.
- Support the Headmaster and Group COO in recommending a strategy for fees for the school, including annual fee increases.

- Ensure purchasing and financial controls at the school are aligned with the Group's rules on delegated authority and financial management; ensuring that purchasing delivers value for money.

Estates, Facilities and Projects

- Provide day-to-day line management to the school's Head of Estates ensuring:
 - oversight of maintenance, security, and effective use of the school site.
 - upkeep of the school playing fields, gardens, sports surfaces, swimming pool and other facilities.
 - management of building and refurbishment projects on behalf of the school, procuring and managing contractors as necessary in line with the Group's delegated authority rules.
 - all statutory inspections, servicing, and maintenance are completed in line with legal and Group requirements.
 - ensure the school meets its accessibility obligations under relevant legislation.
 - supplier contracts are arranged and managed in line with the Group's delegated authority rules (including leases and the contract with bus / coach providers).
 - an up-to-date asbestos register is maintained.

Domestic functions including Catering and Hospitality

- Provide day-to-day line management to the school's domestic teams ensuring:
 - oversight of the catering function, ensuring the provision of high-quality, cost-effective catering services for pupils, staff, and visitors.
 - oversight of the contract with the school's uniform provider.
- Arranging for staff accommodation and dealing with the letting of property to School employees.

Information Technology & MIS

- Working closely with the Group IT Director, provide day-to-day line management to the school's IT Manager.
- Ensure IT systems support teaching, learning, and administration effectively.

Health & Safety and Compliance

- Act as the school's Health & Safety Lead, ensuring all risk assessments, policies, and practices meet statutory requirements.
- Chair the school's Health & Safety Committee.
- Promote a culture of safety across the school for pupils, staff, visitors, and contractors.
- Ensure compliance with relevant legislation and Group policies.
- Working with the Group COO, lead on the drafting and approval of school specific policies.

Human Resources

- Working closely with the Group HR Director, line manage the school's local HR function.
- Support safer recruitment and safeguarding compliance.
- Work closely with the Group Head of Learning & Development to facilitate staff training and development at the school.

Commercial Activities

- Lead and develop the school's trading operations, including lettings, holiday programmes, and external commercial opportunities.

Administration

- Ensure that the administration functions of the school, including reception, are effective.
- Act as the school's lead on GDPR, taking advice from the Group's external advisers as appropriate.

People and Leadership

- Provide clear leadership and line management to all O&A staff at the school.
- Contribute to the wider leadership of the school, attending leadership meetings and meetings of the Beaudesert Board, and supporting strategic planning.
- Maintain a school specific risk register.
- Foster strong, positive relationships with staff, parents, suppliers, and the wider community.

Other

- Attend meetings of the school's senior leadership team, the Beaudesert Board and other meetings as required by the COO or Headmaster.
- Other tasks as reasonably requested by the COO or Headmaster, commensurate with the seniority of the role.

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



PERSON SPECIFICATION

Essential

- Equivalent senior management experience.
- Strategic thinker with ability to influence stakeholders.
- Track record of managing projects, operations, estates, or business services.
- Proven experience of budget management and financial monitoring.
- Excellent organisational, project management, and problem-solving skills.
- Strong interpersonal and communication skills, able to build effective relationships with staff, parents, contractors, and central support teams.
- Knowledge of health & safety and compliance requirements.
- Resilient, calm, pragmatic, and able to work independently with limited day-to-day support.
- Ability and willingness to play a full part in the school community.

Desirable

- Proven experience of managing teams, with collaborative leadership style.
- Experience in an educational setting.
- Relevant professional qualification.



TERMS OF APPOINTMENT

Remuneration & Benefits

An attractive remuneration package is offered, reflecting the significance and responsibility of the role:

- Salary: Up to £75,000 per annum, depending on skills and experience.
- Significant fee discount for children at BPS, with potential for fee discount for children boarding at Rugby School.
- 25 days’ annual holiday, plus Bank Holidays and Christmas closure days.
- Pension scheme, cycle-to-work scheme, free lunches during term time, and other benefits.

Some flexibility in working hours will be required in light of the role and its responsibilities.

Equal Opportunities & Safeguarding

Beaundesert Park School is an equal opportunities employer and welcomes applications from people from all backgrounds and nationalities, of all ethnicities and religions, of different genders and sexualities, and from all cultures.

Beaundesert Park School and the Rugby School Group are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All appointments are subject to pre-employment checks, including identity, references, and an enhanced DBS check.

APPLICATION PROCESS

Applications should be made using the Rugby School online application system.

You should submit:

- A completed application form.
- A covering letter, addressed to Dean White, Group COO, outlining your suitability for the role (maximum two pages).

Selection Process

- First-stage online interviews with the Group COO on 8 September.
- Final-stage interviews at Beaundesert Park School, including meetings with the Headmaster and staff, and an opportunity to tour the school, to be held on 15 September.

Applications close on 2 September.

Candidates wishing to discuss the role prior to applying are invited to contact the COO at djw@rugbyschool.net.



