

## **DEPUTY OPERATIONAL MANAGER**

**Salary:** £16.5k/annum, plus benefits.

**Position:** This is a permanent term-time position (averaging 37.5 hours per week)

**Start-date:** November 2023

**Drumduan School is looking for a new member or members of staff to hold this key role at the heart of the School's operational activities.**

- **Closing date for receipt of complete applications is 29<sup>th</sup> Sept 23**
- **Invitations to interview will be sent no later than 4<sup>th</sup> Oct 23**
- **Interviews will take place in the week commencing 23<sup>rd</sup> Oct 23**

### **MAIN RESPONSIBILITIES**

Together with the Operational Manager, co-ordinates of all areas of the School's non-teaching operational activities, including:

- Safeguarding coordinating
- Human Resource – Staff-facing representative, management & development
- Educational Policy Engagement
- Lobbying Coordinator
- All undertaken within the School's organisational and Core Group decision-making structure

### **PERSONALITY PROFILE**

- Organised and efficient
- Positive and proactive attitude
- Responsive and responsible
- Excellent communicator
- Able to juggle numerous ongoing tasks
- Feels at home in a small, impact-driven organisation

### **CONTEXT**

Drumduan is a modern and progressive Steiner School located in the beautiful north east of Scotland overlooking Findhorn Bay and the Moray Firth, with an emphasis on experiential education, nature connection, and the creativity that flows from children being given the space to develop in a low technology school environment. The School currently has \*\*\* students from Kindergarten to Class 12 in the Upper School and \*\* teaching and non-teaching staff.

Our School operates with a collective decision-making structure, the Core Group of staff, at its centre. The Core Group aims to coordinate the running of the school in order to best support its pedagogical purpose and with heed to its financial sustainability. The Core Group is made up of coordinators and managers who hold particular roles within the school, as well as those staff who wish to take responsibility for carrying broader aspects of school life. The Operational Manager, Early Years Manager, Lower-Middle School Coordinator, Upper School Coordinator, Finance Manager and Facilities Manager are key members and the Core Group Chair coordinates all Core Group meetings and activities.

The Deputy Operational Manager will, together with the Operational Manager, Facilities Manager, Finance Manager and a small number of other supporting staff, coordinate and ensure that all non-teaching activities within the School are undertaken, liaising with and reporting to the Core Group and Board of Trustees for information and approval where necessary.

The successful candidate will be a natural organiser and efficient in prioritising, managing and

completing an ongoing list of varied operational responsibilities.

They will have demonstrable experience in supporting operational management and an understanding of the opportunities, challenges and development process within a small impact-driven organisation.

Their strong interpersonal skills and ability to communicate clearly and positively with a variety of stakeholders will help them thrive in the Deputy Operational Manager role.

We would expect the successful candidate to have knowledge and experience in the majority of the main responsibility areas as detailed above and a willingness to engage, learn and work within the areas of less experience.

### **ESSENTIAL APPLICATION INFORMATION**

Drumduan School is committed to safeguarding children and young people and requires all staff and volunteers to share this commitment.

Candidates must be suitable to work with children and will be expected to be registered with the PVG (Protecting Vulnerable Groups) Scheme, under Disclosure Scotland. Candidates must have the right to work in the United Kingdom.

Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

A standard application form and detailed job description for this post are available on request from [operationalmanager@drumduan.org](mailto:operationalmanager@drumduan.org).

The completed application form, accompanied by an up-to-date CV and the names and details of 3 suitable referees, one of whom must be the most recent or current employer, must be sent to [operationalmanager@drumduan.org](mailto:operationalmanager@drumduan.org)