

Radnor House Prep School
Pope's Villa, Cross Deep, Twickenham, TW1 4QG

Deputy Head Operations and Curriculum

In September 2023, the Senior School at Radnor House is moving from its current location to a new, bespoke site at Kneller Hall in Twickenham. The current Cross Deep site will become a new School for approximately 400 children aged 3 to 11.

We are looking for an inspiring and passionate Deputy Head (Operations and Curriculum) for the new Radnor House Prep School.

Roles and Responsibilities

Leadership and Management of Others:

- Deputise for the Head when required.
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors, parents and wider community, the vision, purpose and leadership of the school.
- With the Head and other members of the SLT, work to develop staff welfare and wellbeing and the fostering of good staff relations.
- Assist the Head and other members of the SLT in conflict resolution in matters relating to staff, pupils or parents.
- Direct, motivate and develop the School's Support Staff management teams to ensure the efficient day to day provision of support services for the School, looking to develop operational systems as appropriate.
- Liaise closely with the Bursar and/ or the Finance Department to ensure proper oversight of the annual operating budgets, seeking out efficiency, sustainability and implementing cost-saving where appropriate.
- Oversee the work of the Estates Department to ensure the maintenance and development of the School's estate.
- In conjunction with the Head co-ordinate efficient and effective use of all School buildings.
- Support the Head and wider SLT in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Support the Head in employment and settling in of new teaching team

Policy Development:

- Support the Head on all policy establishment and developments and keeping policies under review, making recommendations for change to ensure they meet the school's developing needs.
- Support the Head in establishment and overseeing systems for accurate record keeping, as well as keeping the staff handbook and other key documentation up to date.
- Take a lead role during ISI pre opening inspection preparation and in ensuring compliance in all relevant areas.
- Take a lead in maintaining an atmosphere of warmth, trust and innovation in line with the aims of the school.
- Seek all opportunities to help support the wellbeing of both students and staff.
- Oversee staff induction, as well as teacher placements.

On a day-to-day basis the Deputy Head will:

- Uphold and implement the policies of the school and support others in doing so.
- Manage the School Calendar.
- Be responsible for and oversee the day-to-day operational running of the school.
- Actively foster the ethos of the school and promote its values to pupils, staff, parents and the wider school community.
- Act as a source of mutual support for the Head and other members of the Senior Leadership Team, as well as act as a key and visible point of contact for pupils, staff and parents.
- Oversee and manage school events, liaising with support staff, premises and catering staff as appropriate.
- Oversee the logistics of all events run by staff and/or pupils, overseeing the organisation of all key school events, such as Prize Giving, Sports Days and Carol Service.

Training and Development:

- Work with the HR Department and the Head to set up the new staff induction programmes and induction days to ensure that all new staff feel welcomed and appropriately briefed.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Encourage all staff to be similarly active in their personal and continuous professional development.
- Take an active role in the school's performance management cycle, reviewing the performance of others.

Opening of the School:

- Support the Head with the setting up of new procedures and procurement of resources and contracts in preparation for opening
- Work closely with the Head and SLT, as well as Senior School, to ensure coherence across policies and approach.
- To undertake strategic planning which will aid the production of the School Improvement Plan and the School Business Continuity Plan.
- To be able to respond to unplanned situations which arise in the preparation towards opening of the School in accordance with the policies of the School.
- To support the Head with the implementation of the Health and Safety Policy and the School's Development Plan.
- Undertake such other duties as may be required by the Head, which are commensurate with the job and grade.
- To contribute to marketing and admissions events as and when required.
- To provide effective line management for the Facilities Team.
- To ensure effective and successful project management, seeking external support where required, particularly in relation to any capital expenditure projects, defining, and monitoring on a regular basis.
- Working closely with the Head and Governance to ensure:
 - There is a comprehensive, forward-looking and budgeted plan for the maintenance, improvement and refurbishment of all of the School's facilities.
 - To ensure effective contract management and that the awarding of all operational contracts to external suppliers is handled appropriately and provides value for money.
- To ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- To provide oversight of all aspects of the site including maintenance, security, H&S, grounds and facilities, ensuring all required contracts and inspections are in place to evidence

- compliance.
- To ensure that appropriate premises security solutions are in place.

Please go to our website to download an application form and to view the school brochure. Your completed form and cover letter should be returned to lauren.huntley@dukeseducation.com as soon as possible.

Dukes Education is committed to promoting diversity and inclusion in schools.

Dukes Education is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications, and a satisfactory medical report.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020