



The Pilgrims' School

www.thepilgrims-school.co.uk



Director of Operations (January 2020)

The School

As well as being a leading prep school that caters for a wide range of able boys, the Pilgrims' School is the Cathedral School of Winchester. The School educates both the 22 Cathedral Choristers and the 16 Winchester College Quiristers (the treble voices in the College Chapel). The School is all boys throughout. In the Prep School (aged 7-13) boys are both boarding and day; in the Pre-Prep there are up to 54 boys aged 4-7, bringing the average total roll to about 260. The School occupies a superb site in the historic Cathedral Close, lying between the Cathedral, Winchester College and Wolvesey Palace; it enjoys the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With its Choral foundations, the School encourages exceptional musical achievement in all its pupils, but also excels in academic endeavour and sports; it enjoys an enviable local and national reputation. For a flavour of the School and further information about us please visit our website at www.thepilgrims-school.co.uk.



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The Role

Required for January 2020 or as soon as possible thereafter.

This is a new role. Currently reporting to the Interim Bursar, in April 2020 it will report to the new Director of Finance and Resources. With overall responsibility for the operations of the school, the role includes the line management of the Grounds and Maintenance Team and oversight of Catering and Cleaning.

The role covers:-

- Grounds & Maintenance Team
 - > Planned Maintenance
 - > Building Projects
 - > Grounds & Games Fields
 - > Swimming Pool
- Catering
- Cleaning
- Health & Safety
- Events and Lettings
- Transport
- Security

The Director of Operations will have responsibility for the day-to-day security, maintenance, and upkeep of the school's buildings, grounds, plant and machinery. They will oversee all aspects of building and facilities management to provide a safe, secure, and stimulating environment for pupils, staff, and visitors.

The successful candidate will have relevant experience in facilities, estates, and project management alongside recent experience of managing a team. They will possess excellent attention to detail and strong numeracy skills. With an ability to understand and interpret legislation and statutory requirements, they will ensure the School remains legally compliant with statutory Health and Safety regulations, inspections, and maintenance schedules. Possessing excellent verbal and written communication skills and effective IT capabilities, they will be able to develop good relations with the staff, pupils, and wider school community.

Salary and hours will be determined by negotiation.

Skills, Experience and Personal Attributes

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This position description will not form part of the contract of employment. If the job is offered a draft contract of employment including salary and leave terms, and a full and detailed job description, will be provided for agreement.

Recruitment Policy

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognizes that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Candidates are encouraged to review the school's full Recruitment Policy and Safeguarding Policy, both of which are available to download from the school website.

How to Apply

To apply, please visit www.thepilgrims-school.co.uk/vacancies where you will find an application form, along with further information about the school. Please email your application form and covering letter to recruit@pilgrims-school.co.uk

Closing date: Noon on Friday 13 December 2019 and interviews will follow shortly.