

RS ACADEMICS



FINTON HOUSE
SCHOOL

HEAD OF OPERATIONS
AND PARTNERSHIPS
CANDIDATE INFORMATION

WELCOME FROM THE HEADMASTER

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child-centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment.

Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman
Headmaster



ABOUT FINTON HOUSE

Finton House is a thriving independent co-educational prep school for 340 children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

Finton House was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment. These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing. The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.



MORALITY
COMMUNICATION



FINTON HOUSE GOALS

RESILIENCE **SELF-**
CURIOSITY **BELIEF**

GOALS

JOB PURPOSE

**Reporting to: Director of Finance & Operations
(close liaison with Head and SLT)**

To provide strategic leadership of the school's operational calendar, co-curricular infrastructure and external partnerships, ensuring that all pupil-facing activity beyond the classroom is safe, coherent, financially sustainable and aligned to the school's long-term strategic objectives.

The postholder will bridge educational vision and operational delivery — ensuring that events, educational visits, clubs, camps and partnership initiatives are not simply well-run, but purposeful, impactful and reputationally strong.



STRATEGIC LEADERSHIP RESPONSIBILITIES

Strategic Calendar & Operational Oversight

- In consultation with SLT, lead the strategic design and coordination of the whole-school calendar, ensuring balance, coherence and alignment with academic priorities.
- Coordinate end-to-end operational planning for major school events (e.g. concerts, sports days, open days, productions, parent events, internal school events, alumni events etc.).
- Anticipate pinch points (staff workload, site capacity, budget pressures) and proactively resolve conflicts.
- Chair a termly Operational Planning Forum (events, visits, co-curricular, estates, finance, safeguarding) to ensure dependencies are managed: rooms, staffing, site set-up, AV/IT, catering, health & safety, transport, comms, tickets/permissions, first aid etc.
- Establish clear planning timelines and minimum operational standards.
- Ensure major events reflect the school's values and strategic positioning.

Educational Visits Leadership (EVC)

- Serve as EVC, ensuring visits meet school policy and comply with relevant guidance.
- Maintain a rigorous, proportionate and consistent visit approval framework, including risk assessment, staffing ratios, safeguarding arrangements, medical needs, transport, emergency planning, consent and provider checks.
- Develop a culture where trips are high-quality, educationally purposeful and well risk-managed.
- Ensure visit leaders are trained/briefed and that roles and responsibilities are clearly understood.
- Monitor quality and consistency of trip planning and ensure learning/behaviour expectations are explicit.
- Collect post-visit evaluation and feedback to ensure this shapes continuous improvement.



Co-Curricular & Extended Provision Strategy

- Design and oversee a coherent, inclusive and financially sustainable co-curricular programme including staffing, management of external providers, timetabling, venues, capacity and health & safety.
- Ensure registration/attendance processes are robust including late collection arrangements where applicable.
- Review participation data, cost structures and staffing models annually.
- Quality assure provider arrangements - contracts/SLAs, safeguarding checks, insurance, risk assessments, supervision boundaries and parent feedback - and lead the procurement and performance review process.
- Ensure safeguarding, contractual clarity and quality assurance standards are embedded.

Camps & Commercial Activity

- Working with the Camps Manager, oversee holiday camps and extended provision as strategic income streams (where applicable).
- Ensure appropriate safeguarding, first aid, ratios, premises arrangements, incident reporting and parent communications.
- Support budget planning for camps (income, staffing, provider costs, margin/affordability).
- Ensure commercial viability is balanced with reputational and safeguarding considerations.
- Review pricing, margins and performance annually in conjunction with the Bursar.

Partnerships & External Engagement

Purpose: Develop and steward partnerships that are deliberate, mission-aligned relationships, enhancing educational opportunity, strengthening community standing and the School's charitable aims and supporting long-term institutional sustainability.

a) Strategic Partnership Development

- Identify and cultivate relationships with:
 - Local maintained and independent schools
 - Nurseries and senior schools
 - Community and charitable organisations
 - Cultural, sporting and enrichment institutions
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- Ensure partnerships are aligned to school strategy and charitable objectives.
- Develop clear partnership frameworks (purpose, scope, safeguarding, review cycle).

b) Community & Reputation

- Lead structured community engagement initiatives.
- Ensure the school is a visible, responsible and collaborative local institution.
- Mitigate reputational risk through clear oversight of joint ventures and shared facilities.

c) Commercial & Operational Partnerships

- Oversee third-party providers delivering services on site.
- Ensure appropriate SLAs, insurance, compliance and safeguarding checks.
- Conduct annual review of provider performance and value for money.

d) Governance & Risk

- Maintain a formal register of partnership arrangements.
- Manage the Partnerships Budget.
- Report annually to SLT/Governors on partnership impact, risks and opportunities.
- Escalate strategic misalignment or reputational concerns promptly.

Risk, Compliance & Assurance

- Ensure all operational and partnership activity complies with safeguarding, H&S and regulatory frameworks.
- Contribute to the school's strategic risk register in relation to visits, extended provision and partnership exposure.
- Ensure clarity of delegated authority and decision-making boundaries.

Leadership & Culture

- Model high standards of organisation, professionalism and judgement.
- Coordinate staff across academic and operational teams without direct line management authority where necessary.
- Promote a culture of foresight, documentation and shared accountability.
- Provide calm leadership during high-profile or high-risk activities.

Accountability & Performance Indicators

- Calendar is coherent, strategically aligned and proactively managed.
- Visits and events meet compliance standards with reduced operational friction.
- Co-curricular participation is strong, inclusive and financially sustainable.
- Partnership register is maintained and reviewed, and the impact is demonstrable.
- Major events and external initiatives enhance the School's reputation.
- SLT and Governors receive clear annual reporting on operational and partnership performance.



PERSON SPECIFICATION

Essential

- Strong organisational and strategic planning capability.
- Ability to operate confidently at SLT level.
- Excellent judgement in safeguarding and risk contexts.
- Strong oral and written communication for parents and governors.
- Ability to coordinate across departments with influence rather than authority.

Desirable

- EVC qualification (or willingness to obtain).
- Experience leading events programmes.
- Experience managing external providers or partnership frameworks.
- Interest in operational strategy and institutional development.

SAFE GUARDING

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure which is available on the school's website.



BENEFITS

- 30 days' holiday (full time equivalent)
- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.





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