



# THE HIGH SCHOOL *of Glasgow*

## Appointment of Chief Operating Officer

Appointment Brief

July 2023

Ref Code: DBJNA



# A message from the Rector

Dear Applicant,

As the High School of Glasgow moves towards celebrating some 900 years of life as a school, our school values of being people-centred, ambitious, innovative and community minded continue to shape all we endeavour to deliver and achieve in experience and outcomes for our young people, our staff and our wider school community. Never a school to stand still, our longevity reminds us of the importance of keeping to our values whilst anticipating and responding to change with ambition, innovation and confidence.

To that end, the position of Chief Operating Officer is a pivotal role within the Whole School Leadership Team of the High School. The role offers the individual the opportunity to make a decisive strategic and operational difference to the daily and long term experience and success of the school.

The opportunity to recruit an exceptional individual to our team at this time in the High School's story, is not only one which I look forward to, but how together we can continue to further develop and secure the ongoing story of the High School of Glasgow.

John O'Neill, Rector.







The High School of Glasgow is one of Scotland's leading Independent Private Schools, welcoming children from ages 3-18

# Our Values



**People Centred:** Our pupils are at the heart of everything . Each unique individual forms an integral part of our wider School community

**Always Ambitious:** Our School motto, “sursum Semper”, translates as “Ever Upwards”, a message we instil in each pupil from day one.

**Highly Innovative:** Memorable learning every day via creative, exciting and novel methods of teaching both in and outside of the classroom

**Community Minded:** Pupils and alumni honour our connection the the city of Glasgow, making positive differences within their communities









**The High School of Glasgow** has its origins in the 12th century, being originally founded as the Choir School of Glasgow Cathedral. It is today Scotland's oldest continuous school. In 1976, as a result of changes to state education, the school became the independent co-educational private school it is today, with approximately 1000 pupils aged 3-18 and 200 staff.

**Our Kindergarten** is so designed in order to provide a vibrant, nurturing and safe environment in which each child is encouraged to play and learn according to his or her own age and stage of development. The bright and spacious playrooms, alongside The Secret Garden, allow children the opportunity to lead their own learning through play, both indoors and outdoors. Young children naturally engage in play, and our learning and teaching is child centred,

and based on play experiences. Through child led play, we seek to take forward children's development and learning, and meet their individual needs and interests.

**We encourage children to explore, discover, experiment, investigate, observe, listen, talk and think creatively.**

**Our Junior School**, located in Bearsden, provides a truly special environment for children to learn in. We foster curiosity, creativity and exploration from day one. Our focus on attention for the individual is central to pupil success. Restricted class sizes allow our teachers to work closely with all children and focus on their individual needs. We make sure that each and every one of our pupils are ready and able to make the transition to Senior School life.

Children enjoy six years within our Junior School setting before spending their Primary 7 year, known as 'Transitus', at our Senior School in Anniesland.





**The Senior School** The High School of Glasgow Senior School offers exceptional opportunities for young people to continue their journey through school, offering an all-round education which creates memorable learning every day.

While the classroom remains central to school life, we see co-curricular and extra-curricular activities as vital to a rounded education. The energy and variety in our co-curriculum programme are such that every pupil is sure to find something to inspire them.

Sport, music and drama and community engagement play an integral part in all our pupils' lives. We believe that sport, the arts and service have a direct impact on

wellbeing and our students excel across a range of sporting, cultural and charitable activities.

Our main point of entry is Transitus, our Primary 7 equivalent, which provides a head start on the curriculum and the chance to experience life in a Senior School environment a year earlier than most.

# The Role

The successful candidate will join The High School of Glasgow at a time of renewed energy following the challenges of the pandemic. They will have the chance to design, implement and lead their strategic response to the Whole School Strategic Plan and operational Improvement Plans.

The COO will have a dual reporting line to the Rector and to the Chair of Governors.

## Key Responsibilities

**Strategic Development.** Supporting the Rector in:

- ◆ Shaping and implementing the school's strategic development plan and our financial objectives;
- ◆ Instigating and executing change;
- ◆ Understanding, anticipating, identifying and addressing financial opportunities and risks of the school;
- ◆ Implementing and maintaining a long-term financial strategy to underpin the school's financial viability.

## Leadership & Management

- ◆ Providing strategic and operational leadership for the school's support services, creating and maintaining effective arrangements to recruit, induct, develop, deploy and motivate staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained;
- ◆ Leading on ensuring that school policies and strategies are reflected in all support services for which the postholder is responsible, as well as representing the school with stakeholders and in the community;
- ◆ Fostering a "can-do" approach and a culture of support within teams, ensuring that there are mutually supportive working relationships between all staff;
- ◆ As the Clerk to the governing body, ensuring all company secretarial duties are complied with by the school;
- ◆ Meeting compliance responsibilities effectively and consistently to ensure the requirements of the Registration of Independent Schools Scotland and those of other relevant regulatory authorities, including OSCR.



## **Financial Planning & Management**

- ◆ Overseeing the preparation of financial information and advice for the Board of Governors including monthly management accounts and annual budgets;
- ◆ Overseeing the monitoring and reporting of income and expenditure;
- ◆ Overseeing the preparation of the school's business plans with the SLT;
- ◆ Advising on financial policy and putting into practice the agreed policy and procedures;
- ◆ Managing applications for Bursaries and parental communications on all financial matters;
- ◆ Overseeing the financial management of capital and maintenance projects that have been endorsed by the Board;
- ◆ Ongoing treasury management and the oversight of cash flow projections for the current and future years;
- ◆ Overseeing the processing of fee accounts for parents each term, preparing pupil fees and collecting all fees and extras;
- ◆ Overseeing payment and the submission of relevant returns for all salaries and wages, including pensions, National Insurance Contributions, PAYE & superannuation.

## **Premises, Facilities & Resource Management**

- ◆ Oversee the implementations the buildings strategy and projects;
- ◆ Overseeing the day to day management of building and grounds, and maintenance of the fabric;
- ◆ Overseeing building projects;
- ◆ Maximising lettings revenues and managing all related costs, specifically

- ◆ Overseeing the school's administration and database systems;
- ◆ Liaising with insurers, contractors and suppliers;

## **Health & Safety, Security, Compliance & Risk Management**

- ◆ Ensuring compliance with both Health and Safety Executive and Independent Schools Standards Regulations (ISSRs);
- ◆ Advising the Rector and taking appropriate security measures both for premises and for staff and pupils;
- ◆ Ensuring all necessary fire risk assessments are carried out;
- ◆ Monitoring and ensuring compliance with legislation and regulations;
- ◆ Actively working to make sure that pupils, staff and visitors are safe while on the school premises.

# The Person

## Relevant Experience & Knowledge



The High School of Glasgow is now seeking an outstanding leader with the financial, operational and strategic credentials who will work with the Rector to lead all non-academic aspects of the school.

Candidates will bring all or most of the following:

**Essential:**

- ◆ Strong commercial and financial acumen, with experience of developing business opportunities and the proven ability to make a substantive contribution to the financial success of an organisation.
- Experience at Board or Senior Management level, together with the stature and gravitas associated with that.
- ◆ A high degree of IT literacy;
- ◆ Demonstrating the ability to interpret statistical data, manage budgets and present and explain complex matters concisely and clearly, to the highest professional

standards;

- ◆ A strong commitment to Safeguarding & Child Protection.

**Desirable:**

- ◆ Knowledge of Charity Law and Regulations;
- ◆ Knowledge of Safeguarding issues;
- ◆ Knowledge and experience of staff pension schemes;
- ◆ Qualified accountant;
- ◆ Experience of the issues currently facing the charity and independent education sectors, and an empathy with academic endeavour without necessarily having previously worked in the schools' sector.





## Personal Qualities

- Exceptional skill in both upward and downward stakeholder management from catering teams to the Governing Body and between academic and operational communities within the school;
- Low-ego and a co-operative team player with the ability to maintain and develop productive and long-term working relationships across the full breadth of the school;
- ◆ Strong project planning, process management and delivery skills, with the ability to remain calm under pressure, delegate effectively and work to tight deadlines;
- ◆ Ability to manage complex projects within strict budgets and demanding timetables;
- ◆ Ability to see through complex strategies from concept to conclusion; with ability to maintain a high work rate and to juggle a range of tasks and competing priorities;
- ◆ Affinity with and understanding of independent schools as both educational and charitable institutions;
- ◆ Ability to foster a working environment in which people work hard and enjoy being part of the team;
- ◆ Willingness to be a full participant in all aspects of school life.





# Terms of Appointment & How to Apply

- ◆ A generous salary will be negotiated with our preferred candidate with benefits including fee remission.
- ◆ Saxton Bampfylde Ltd is acting as an employment agency advisor to The High School of Glasgow on this appointment.
- ◆ Candidates should apply for this role through our website at [www.saxbam.com/](http://www.saxbam.com/) appointments using code DBJNA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.
- ◆ Candidates should provide full details of their qualifications, skills and experience. Candidates should submit a CV and cover letter addressed to Michael Hutcheson, Chair of the Nominations Committee. The letter should be no more than two pages. Please note that longlisted candidates will also be required to complete the High School of Glasgow application form. The closing date for applications is noon on Friday 11th August 2023.

## Safeguarding

### KCSIE online checks

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering

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