



Appointment of Group COO  
April 2025

Project code: FAFASD



Saxton Bampfylde

# Welcome

A very warm welcome to MIST. Methodist independent schools have been providing education for children and young people from Cornwall to Yorkshire for more than 200 years. Each one is different, yet each one is underpinned by our fierce belief in the education and welfare of the whole child and by our ethos of social justice, inclusivity, outreach and diversity. A central team works on behalf of the single charity providing service to and stewardship of the schools. You join us at a pivotal time for the whole independent sector and there is a real opportunity to make a difference and to step into a role that you can make your own.

Judith Fenn  
CEO



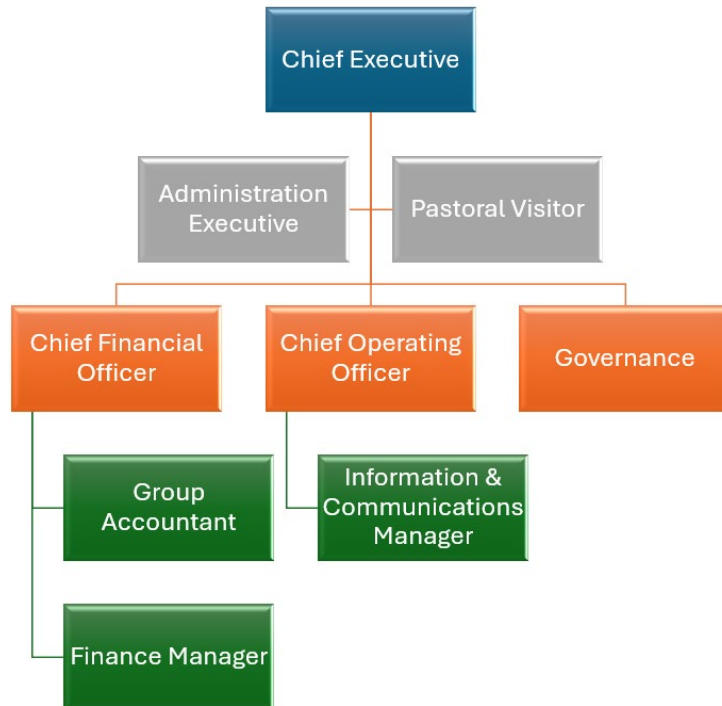
# About MIST

Methodist schools are inclusive, welcoming communities, valuing excellence in academic, cultural and sporting activities and providing outstanding pastoral care. There are 9 schools within the group and we are part of a wider network of other Methodist Schools across England and Wales, both independent and state. Methodist Education comes together in the Methodist Schools Committee to pursue the Transforming Lives agenda adopted by the Methodist Church in 2021.

The Trust has an annual turnover of over £100m and is constituted as an incorporated charity. In servicing the needs of the school it facilitates varied networks of support including Heads, Chairs of Governors, Bursars and Chaplains enabling the schools to work more closely together. Its head office is based within Methodist Church House in central London.

The Trustees of the charity – all volunteers - are drawn from a variety of professions and offer considerable experience and time in their commitment to the charity.

# MIST Structure & Responsibilities





# Schools

## **MIST Group Schools**

Culford School – [www.culford.co.uk](http://www.culford.co.uk)

Farringtons School – [www.farringtons.org.uk](http://www.farringtons.org.uk)

Kent College, Canterbury – [www.kentcollege.com](http://www.kentcollege.com)

Kent College, Pembury – [www.kent-college.co.uk](http://www.kent-college.co.uk)

Queen's College, Taunton – [www.queenscollege.org.uk](http://www.queenscollege.org.uk)

Truro School – [www.truroschoool.com](http://www.truroschoool.com)

Woodhouse Grove School – [www.woodhousegrove.co.uk](http://www.woodhousegrove.co.uk)

Lorenden Preparatory School – [www.lorenden.org.uk](http://www.lorenden.org.uk)

Moorlands School – [www.moorlands-school.co.uk](http://www.moorlands-school.co.uk)

We also work in partnership with other Methodist and affiliated schools that sit outside of the Group:

Ashville College – [www.ashville.co.uk](http://www.ashville.co.uk)

Kingswood School – [www.kingswood.bath.sch.uk](http://www.kingswood.bath.sch.uk)

Rydal Penrhos School – [www.rydalpenrhos.com](http://www.rydalpenrhos.com)

The Leys School – [www.theleys.net](http://www.theleys.net)

St Faith's School – [www.stfaiths.co.uk](http://www.stfaiths.co.uk)

Queenswood School – [www.queenswood.org](http://www.queenswood.org)

Kent College Dubai – [www.kentcollege.ae](http://www.kentcollege.ae)

Kent College Cairo – [www.kentcollegeegypt.com](http://www.kentcollegeegypt.com)





# Role Description

This role will report into the CEO with responsibility to set and drive organisational strategy, planning and execution of operations, change management and bringing value-add to schools. At a time of challenge and opportunity for the independent schools sector, MIST is transforming its strategy and ways of working to better support and steward the schools. This role will not only provide the expert input into the operational thinking but will be a part of the shaping of wider strategy for the group.

We would be open to hearing from candidates wishing to work a 3,4 or 5 day week.

## Key Responsibilities

- Oversight of the charity's operational strategy and planning
- Group performance management, data and reporting
- Property portfolio management including capital projects
- Procurement, value for money and efficiency
- Planning and executing change management

## Key Relationships

MIST HQ & Trustees: Chief Executive, Director of Governance, Chief Financial Officer, Information & Communications Manager, Chair of Property Committee, Chair of Audit & Risk Committee, Methodist Schools Property Company

Schools: Heads, Bursars

External: Solicitors and Advisors

Meetings: Executive Leadership Team, Trustee Board, Property and Audit & Risk Committees, Methodist Schools Property Company, Methodist Connexion

Schools facing meetings: Committee and Governor meetings, relationship building with key personnel



# Person Specification

Candidates should demonstrate all or most of the following:

## Essential

- Degree and/or professional qualifications
- Outstanding leadership, people, influencing and stakeholder relations skills and experience, with great personal integrity
- Proven strategic thinker and problem solver
- Proven experience in executive leadership roles
- Proven experience in project and change management roles
- Property portfolio management experience
- Data analytical and performance management skills and experience
- In sympathy with our Methodist faith, ethos and values
- Exceptional verbal, written, and visual communication skills

## Desirable

- Prior education, charity, and not for profit sector experience



# Terms of Appointment

A competitive salary will be offered, dependent upon the skills and experience of the candidate.

The package includes:

- Pension
- Private healthcare
- 30 days annual leave and public holidays
- Day school fee remission at a MIST school

Fully hybrid working, with base in London head office and regular travel to MIST schools.

# How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to MIST on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code FAFASC. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on Friday 16<sup>th</sup> May 2025.

First round interviews will be held on 17<sup>th</sup> June and final round interviews on 3<sup>rd</sup> July.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.  
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 letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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