

Candidate brief for the position of COO Taunton School



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About Taunton School

Set among 56-acres of beautiful Somerset countryside, Taunton School is an exceptional day and boarding school educating over 1,200 boys and girls aged 0-18.

The school's core objective is to inspire its young people to achieve their full potential and to prepare them for life beyond the school in an ever-changing, global community. Global in outlook and down to earth in approach, Taunton School nurtures children to be independent, resilient, curious and authentic. Academic achievement, sport and creativity are celebrated in equal measure and children across the Nursery and Pre-Prep, Prep School, Senior School and International Schools thrive as their own person and are proud to be part of the Taunton School community. By the time children leave the school, they are equipped and ready to make a positive impact in a global society.

HISTORY

Taunton School was founded in 1847 and the original, Grade II listed gothic-style building sits among superb modern facilities. In 1907, William Henry Wills, 1st Baron Winterstoke, sponsored the construction of the Chapel, which to this day still plays a key role in the school's community. The school is an open community, whose ethos is founded upon Christian principals and where children of all faiths and backgrounds are welcome.

VISION, MISSION & PURPOSE

At Taunton School, we are committed to excellence in education and holistic student development. Our strategic objectives serve as a guiding principle ensuring that we provide an ambitious and enriching environment for every student.

Our vision is to deliver exceptional every day. We aspire to create an environment where students thrive academically, socially, and emotionally. By fostering a culture of ambition, cultivating a mindset for life, nurturing a sense of belonging, and embracing our global community, we provide an extraordinary educational experience that prepares our students for exceptional futures.

Our mission is to unearth potential in every child. We put our students at the heart of our decision making. We are ambitious for all, unearthing their potential while maintaining a humble and down-to-earth approach. By combining a supportive environment with high expectations, we strive to prepare our students for a fulfilling and successful life beyond school.

Our purpose is to enable each child to embrace their individuality, explore their passions, and develop into confident and well-rounded adults ready to make a positive impact on the world. We celebrate each individual.

As a community we are united by three core values for students and staff: Humility, Engagement and Kindness.

NURSERY AND PRE-PREP

Between the ages of 6 months to 7 years, children begin their educational journey at Taunton School in the thriving Nursery and Pre-Prep. Open 51 weeks of the year, and with exceptional wrap-around care, it is highly subscribed and a significant feeder into the Prep School.

With the aim to deliver a life-changing education that gives children the best opportunity to excel throughout their educational journey, the Nursery and Pre-Prep has a strong emphasis on nurturing confidence, good manners, honesty, self-esteem, independence and team spirit.

On the Prep School site, adjacent to the Senior School, the Nursery and Pre-Prep boasts excellent facilities surrounded by beautiful green fields. Children enjoy access to a dedicated music room, Arts Centre, hall, kitchen and cooking room, as well as the school's swimming pools, gymnasiums and excellent sports facilities.

NURSERY

Described as a 'home away from home' by parents, children as young as 6 months thrive in the cosy and inviting Nursery. With a strong focus on the core pillars of communication and language, and physical, personal and emotional development, children at the Nursery have their enthusiasm for learning ignited while having fun and building lasting friendships.

The Nursery offers a strong taught curriculum around support in literacy, mathematics, understanding the world and expressive arts and design. While delivered imaginatively through a wide range of games and activities, this curriculum sets its children on an academic path that allows them to flourish as they continue life throughout the school.

Even at this lowest age-range of the school, hobbies and extracurricular activities are abundant. All children in the Nursery enjoy weekly music and drama lessons taught by the Director of Music, and those in the older years take part in swimming, ballet and cooking.

Additionally, as an Early Years Learning Centre renowned for excellence, the Nursery offers parents the chance to get stuck in with informative talks and classes as well as joint activities. This includes the popular free weekly parent and baby swim sessions in the Prep School swimming pool.

PRE-PREP

Children aged between 4 and 7 years enjoy an individualised Pre-Prep education where children learn with a variety of specialist teachers depending on their age and stage.

As an important stepping stone to the Prep School and life beyond, children in the Pre-Prep learn a wide range of subjects to further their social, emotional, physical and intellectual development. As well as a continuing focus on literacy and numeracy, children have specialist teachers for French, Spanish, German, Music, ICT and PE.

Beyond the classroom, the sport and wider extra-curricular offering is exceptional. PE and Games lessons take place weekly in either the Prep School's purpose-built gymnasium, or on their extensive games' fields and pitches. Children also take part in swimming lessons all year round in the indoor heated swimming pool.

Hobbies and activity clubs provide a superb wrap around care offering and children may get involved with a wide range of fun activities such as jazz dancing, cartoon drawing, Mandarin or sewing.

A strong importance is placed on the transition between the Pre-Prep and Prep School. Prior to joining Year 3, Year 2 children visit the Prep School at break-times, have story time with the Year 3 teachers, and are allocated a 'buddy' from the year above.

PREP SCHOOL

The Prep School at Taunton is a happy and successful environment where around 340 boys and girls aged 7 to 13 thrive, achieving well above the national average in each year group. Although non-selective, the Prep School maintains this reputation for excellence through the strong belief that children achieve their best when they are happy and supported with a focus on each child as an individual.

As of September 2025, international students aged 8 to 13 years with developing levels of English will join the Prep School on a specific academic pathway, where they receive intensive and expert tuition in English as well as other academic studies until they are ready to transfer to the core pathway, with all other students. These students would have previously been located at Taunton International Middle School (TSIMS) in Kingston St Mary.

Boarding is introduced in the Prep School with a warm boarding community of approaching 60 full boarding children spanning the whole age range, with weekly and flexi options also popular.

Academic

The academic programme in the Prep School ensures that children are actively engaged in their own learning and development. The curriculum is exciting and varied, offering a genuinely broad educational experience for all Prep School children.

Alongside the core subjects, all pupils study French as well as Latin, German and Spanish options in Years 7 and 8. The learning extends to Saturdays where Year 7 and 8 children enjoy morning lessons that prepare them for the continuation of this in Year 9, and all children in Years 3 to 8 may take part in the optional enrichment programme.

The academic progress of each child is monitored carefully through national benchmarking tests as well as the school's internal assessment systems. This allows early intervention for any potential concerns and the dedicated Educational Progress department to step in and offer additional one-to-one tuition and support to children who may need it.

Co-curricular

Children in the Prep School undertake an exceptionally varied co-curricular offering. In Sport, they take part in three games sessions a week as well as a dedicated PE lesson and have a wide offering of clubs before, during and after school. Children of all abilities actively engage in matches against other schools and the school are proud to have their A teams compete strongly against some of the best sporting preparatory schools in the country.

Beyond sport, the Prep School maintains a highly creative atmosphere with Music, Drama and Dance spotlighted. The school offers a variety of popular orchestras, ensembles and choirs that perform regularly both within the school and the wider community. Children also can take part in over 40 different extra-curricular activities from computer programming to pottery.

Exceptional facilities support the aim to nurture rounded, accomplished individuals with an offering that includes a specialist Art Studio, Performing Arts Centre, Design Technology Room, two touch-screen IT suites, three science labs, a Cookery and Food Technology classroom and their own Library. In terms of sporting facilities, Prep School children have access to an exclusive, purpose-built sports hall and 25m swimming pool, as well as whole school extensive sports pitches, tennis and netball courts and two astro turf hockey pitches.

Pastoral

Outstanding pastoral care is critical to the Prep School's ethos of understanding each child as an individual and the school is proud that every child comes into the classroom knowing that they are valued equally. With a large and diverse school community, children are afforded the freedom to express their individuality and, with high expectations in terms of behaviour, differences are celebrated.

Central to the Prep School's pastoral system are the form tutors that see children each day, supporting them in their academic and pastoral needs. Pastoral Heads of Year provide an additional level of support in a system carefully overseen by the Prep School Head and Deputy Head. Furthermore, children are placed into one of four houses for their time in the Prep School. Within the house system there is a vibrant programme of competition and activities that breeds a strong sense of belonging and pride amongst its children.

Boarding

The Prep School's vibrant boarding community is situated in Thone House in the heart of the site. It offers a fun and relaxed boarding atmosphere with an important focus placed upon wellbeing and happiness. Each year the Prep School is home to between 50 and 60 full-time boarders with the majority staying in school during the weekends, but the options of weekly and flexi-boarding are popular with some parents and children.

The Prep School has highly qualified staff and excellent facilities. Thone House is made up of spacious dormitories and well equipped recreational areas including relaxing lounges and a cinema screen, as well as quiet study areas, a dedicated ICT suite and music practice rooms.

Transition

At the end of a child's time in the Prep School they have been fully prepared for their transition into the Senior School and are well-equipped with the skills needed to succeed in both academic and personal pursuits. In Years 7 and 8, Prep School children follow the school's enhanced version of the National Curriculum. The vast majority move into the Senior School and are not required to sit the Common Entrance examinations.

SENIOR SCHOOL

With a current student roll of just over 600, the school is highly popular within a competitive local market.

The Senior School has an exceptionally broad offering regarding both academic and co-curricular. As an IB World School, students coming into the Sixth Form have the choice between A Levels, the IB Diploma, or BTEC. In addition, there are over 100 different clubs and activities for students to choose from.

Academic

The principal aim of the curriculum is to develop all students to the best of their ability and nurture skills for the rest of their lives. Students learn under exceptional teachers that inspire and challenge in equal measure, and all children are encouraged to be actively involved in their own education.

In the Sixth Form, each student is supported in identifying the academic path, which is best suited to them, whether that be A Levels, the IB Diploma or BTEC qualifications. While not selective, Taunton School is proud to achieve superb

academic results and around half of their leavers attend Russell Group Universities with some studying Medicine, Veterinary Science or Dentistry. Given the School's global outlook, it is unsurprising that many students also go on to reach great heights at universities in countries outside of the UK such as Canada, France, Germany, Italy, Japan, the Netherlands, Spain, Switzerland and the USA.

Threaded through the academic curriculum is Taunton School's developing digital strategy for teaching and learning, an acknowledgment of and preparation for the key part technology will play in students' lives beyond the school. Throughout the Senior School there is extensive use of their Virtual Learning Environment (VLE), through which students can access a wealth of learning resources at any time.

Co-Curricular

Central to the co-curricular offering at Taunton School is the 'Horizons Programme'. Designed to enable and encourage all students to actively participate, engage with the school community, and take ownership over their own interests, there are over 100 clubs, societies and journals to get involved with. Many are set up by students themselves and include a wide range of activities such as debating, climbing and the investment club. Students are encouraged to take part in at least three activities from the programme with a balance between academic enrichment, sport, creative performance, CCF and community service/volunteering.

Students in the Senior School also have the opportunity to partake in the 'Scholars' Programme'. This programme offers weekly enrichment and extension to the curriculum in Academia, Sport, Music, Drama, Design and Technology, Art and Computer Science and sessions feature talks from external speakers, workshops and presentations.

Sports

Taunton School believes that participation in sport is a vital part of any education and the exciting variety of sporting provision proves popular with its students. Competition both within the school and with others is healthy, and the school caters for students of all abilities with each success and accomplishment celebrated.

The school provides extensive, state-of-the-art sporting facilities across its 56-acre campus. These include three sports halls, two indoor swimming pools, a fitness suite, eight netball courts, two AstroTurf pitches, a dance studio, an athletics area, two squash courts and a climbing wall, as well as sports pitches for cricket, rugby and football.

The school is committed to providing support to students looking to become elite sportsmen or women through the Performance Programme. The programme is delivered by the school's elite coaches and includes strength and conditioning, sports' psychology, injury prevention and rehabilitation, and weekly sports scholars' lectures.

The Arts

With creativity and individuality passionately celebrated, it is unsurprising that Art, Music and Drama groups are plentiful. Children partake in a range of Art and Photography activities, including Art Club, and the department spans five studios including a state-of-the-art suite of Macs. In Drama, children can perform in a range of plays in addition to scheduled academic lessons. In recent years, large scale productions have included: *The Importance of Being Earnest*, *Much Ado About Nothing*, and a *Murder Mystery Evening*. The Drama department contains a fully equipped theatre space as well as a smaller studio space.

Music is an extremely popular choice for students at Taunton School, with a wide offering covering both academic study

and enrichment as well as performance opportunities and individual tuition. There are over 20 different types of ensembles and choirs for students to join spanning everything from chapel and chamber choirs to rock and funk bands. Facilities include a Recital Hall, the Chapel housing a Copeman Hart Organ, a Music Technology classroom and studio, and 12 practice rooms.

The Arts and Music departments collaborate every two years on a Musical Theatre production with the chance for students to get involved at all levels, from performance and orchestra to technical crew and set design. Previous productions have included: *Evita*, *Cats*, *Les Misérables* and *Phantom of the Opera*.

Pastoral

The importance placed upon sound pastoral care continues into the Senior School. Taunton School recognises that young people today are growing up in an ever-changing world and must be equipped with resilience and confidence to succeed in life beyond the school.

The school provides an exceptional level of care and support to its students. Daily tutorial group meetings with House Tutors, combined with regular one-to-one meetings, allow students to feel fully supported throughout their senior years and have access to guidance in an array of academic and pastoral areas. Additionally, every student at Taunton School belongs to a house for the entirety of their educational journey. This ensures a real sense of belonging that offers the familiarity, consistency, support and care of a family environment.

The school has a dedicated mental health nurse with over 30 years' experience that has transformed the care available. All students have direct and immediate access to the right care, and teachers at Taunton School are aware, trained and confident in their practice.

Boarding

The boarding community is at the heart of the Senior School and five boarding houses provide a safe and secure home from home environment, with either full or flexible boarding options available. Modern and comfortable, the boarding houses each have their own distinctive identities that their children are proud to be a part of. A modern Dining Hall, built at a cost of £4.5m, was opened in 2020 by The Princess Royal and is a vibrant environment for boarders to enjoy a wide range of meals together, plus fun activities, clubs and down time. Boarders have a packed programme of weekend and evening activities, including cinema trips, surfing, football and swimming.

The Senior School is home to around 270 full boarders, half of whom are international students.

Life Beyond Taunton

Taunton School operates a global network of Old Tauntonians. The Old Tauntonians Association is regularly in touch with around 8,000 former students and provides a substantial online link between them and the school.

SCHOLARSHIPS AND ASSISTED PLACES

A significant aim of Taunton School is to do all it can to provide an exceptional education for able pupils, regardless of their financial circumstances. Therefore, the School offers a generous financial support system and is proud to support over 25% of students with means tested Assisted Places or scholarships across both the Prep and Senior Schools.

The school awards individual Scholarships in Academic, Music, Sport, Performing Arts, Art, Design Technology and Computer Science as well as All-Rounder Scholarships, Headmaster's Awards at 11+, 13+, Sixth Form and for the International Baccalaureate.

Across both the Prep and Senior Schools, significant financial support is in place for military families in receipt of CEA to provide the continuity and security of an uninterrupted education in one place.

INTERNATIONAL SCHOOL

Taunton School International was founded in 1996 and aims to support children on their educational journey and into adult life in a modern, global community. With over 50 different nationalities represented in the school, students' horizons are broadened and a vibrant, multicultural community based on mutual respect is cultivated.

International students bring a wealth of attributes to the community and the school is passionate about working together to promote respect and understanding across all faiths and cultures.

Taunton School International

Students aged 14 to 16 years can join the prestigious one or two-year Taunton School International GCSE programmes. The school has been running its GCSE programmes for over 20 years and achieves consistently high results and provides students with a choice of over 25 subjects. Class sizes are small, with a maximum of 10 students. Students also have a dedicated academic tutor.

Students also follow an intensive course in English for Academic Purposes, sitting IELTS, the UK university entrance examination, towards the end of the academic year. Many of the GCSE students choose to continue their studies at Taunton School, either in Taunton School Sixth Form or at Taunton School International on the Foundation Programme.

The foundation courses at TSI offer an exciting, alternative route to university from the more traditional A level or IB pathways. Students can either enrol on the two-year course, including a Pre-Foundation Year (PFY) or join directly onto the (NCUK) International Foundation Year (IFY).

With 80 full-boarding students, Taunton School International is a vibrant and lively community of students that contribute enormously to the culture and ethos of the wider School. Meals are taken together in the large dining room on the Taunton School campus and Taunton School International (TSI) students take part in a variety of House Events alongside senior school students as well as representing the school in many of the sports teams.

As part of our drive to be "one school", TSI will move onto the Senior School campus in September 2027.

International Summer School

Taunton Summer School courses provide an excellent introduction to the British independent school education system and offer a genuine taste of boarding life for children across the globe. The school offers Junior Summer School for students aged 8 to 12 years old and Senior Summer School for students aged 13 to 17 years old. Many students from the two summer schools go on to join Taunton School International or Taunton School International Middle School and flourish with the strong foundation it provides.

LOCATION

Taunton School is situated in Taunton in the beautiful English countryside and is only an hour and 45 minutes from London. Taunton is the county town of Somerset, and the region enjoys good weather, areas of outstanding natural beauty and a wonderful coastline.

Taunton School is walking distance from the town centre which has excellent amenities. Quintessentially British, Taunton is home to the highly successful Somerset Country Cricket Club, has a beautiful town centre park and a traditional food and craft market. It is surrounded by areas of natural beauty such as Exmoor National Park and the Quantock Hills, as well as being 40 minutes away from both Exeter and Bristol International Airports.

For more information on Taunton School, please visit: <https://www.tauntonschool.co.uk/>



The Role

Responsible to: The Headmaster/CEO

Responsible for: 5 direct reports and approximately 300 staff in total.

Key relationships: the Head/CEO, the Executive Leadership Team members (ELT), Governors, HLVPs and Members, Staff, Parents, Neighbours, Professional Advisors, Auditors, Third Party Contractors and all other people and regulators that come into contact with Taunton School Educational Charity.

Annual Budget: £30m

Purpose of Role

Taunton School comprises of four schools. Day to day, the COO runs the centralised operational services that support them, including Finance, IT, Estates (including capital projects), Operations & Facilities (catering, housekeeping and laundry, transport, and security), Commercial Enterprises (all non-fee income), Guardians UK, Health and Safety. The COO also has oversight of sustainability, risk, audit and compliance in addition to playing a key strategic role in future planning.

Key Responsibilities

The COO role is important to the effective running of Taunton School and the post holder will carry significant responsibility. The COO is a member of ELT and is supported by a professional and well-established Support Staff Management Team (SSMT), which includes the COO's direct managerial reports in addition to the Head of HR and the Head of Marketing Operations.

A key part of the role is to lead, manage and develop the SSMT to provide efficient finance and operational functions with a strong emphasis on service delivery and continuous improvement. Timely preparation and resourcing of the annual operational plan in conjunction with ELT is key to achieving this. The COO is ultimately responsible for delivering the SSMT plan and for the management of the 300+ Support Staff.

The role also provides 'Clerk to Governors' duties, providing administrative and procedural support to the school's governing body.

Responsibilities, Powers and Duties

The COO is expected to perform a high level and wide-ranging executive role within the school both in relation to its day-to-day running and in its strategic development.

The COO's professional duties will be carried out in accordance with and subject to:

- Any statute, article of government, charter, trust deed, order or regulations governing the conduct of, or applying to Taunton School's business.
- Any rules, regulations, policies or restrictions laid down by the Governors of the School and the terms of the COO's employment arrangements.

Finance

The COO is responsible for the overall financial management of the school and oversees a team of dedicated financial professionals who are led by a Finance Director who reports directly to the COO. The COO:

- Will ensure that appropriate strategic analysis, business plans and budgets are prepared and agreed, working closely with ELT. All such reports will be prepared for consultation and approval, working with relevant stakeholders as appropriate.
- In consultation with the Head, will ensure that there is a high level of control and accountability for the financial and material resources of the school and that these are reported upon on a regular and timely basis.
- Is responsible for strategic financial planning, forecasting, modelling and detailed analysis to ensure that the school can evaluate how best to operate and develop.
- Is responsible for overseeing all budgeting, forecasting and financial reporting processes across the school, including the production of regular reports for budgetary control purposes and management and statutory accounts. In addition, the COO must ensure that the requirements of all auditing processes (internal and external) are met, and that ELT effectively discharge their responsibilities in relation to salaries, pensions, superannuation, income tax and national insurance schemes for all their staff.
- Will ensure that Taunton School is fully compliant on all financial matters relating to HMRC (e.g. relating to tax and VAT) and any other external bodies or statutory authorities and organisations, who may have a legitimate interest in the school's financial management and/or performance.
- Will ensure that the school considers all its risks and has appropriate insurance in place in respect of all insurable risks including property, financial, liability, personal injury and motor risks.
- Is responsible for monitoring the school's banking arrangements and the cash position, having regard to the annual fee income and other revenue and ensuring that appropriate financing (where necessary) is in place, working closely with the Board of Governors and the bank's representatives on this.
- Will monitor closely the collection of pupils' fees and other dues as required and ensure that debts to the school and fee deposits are managed appropriately and sensitively.
- Is responsible for procurement and purchasing, ensuring that there are appropriate procedures for evaluating, selecting and monitoring suppliers, committing to expenditure and authorising and making payments.

Other key responsibilities include:

- Providing accurate and timely management information and other reports to the Head, the ELT, the Governors' Finance and General Purposes Committee, the Board of Governors and the Members' AGM.
- Identifying key financial issues for the ELT, the Governors' Finance and General Purposes Committee and the Board of Governors, analysing them and recommending courses of action.
- Developing and maintaining appropriate financial policies for the school and ensuring they are applied.
- Developing and maintaining systems of internal financial control and reporting to ELT.
- Budgetary control and management of the departments for which the COO is responsible through delegation to SSMT.
- Supporting the Foundation Director and Head of Marketing Operations with appropriate financial processes and systems.
- Ensuring that the statutory filing requirements for the school are fulfilled when due.

- Participating in benchmarking and completing census returns as required.

Operations & Facilities, and Commercial Enterprises

The COO is responsible for operations including catering, housekeeping and cleaning, laundry, sports club and swim school, commercial income generation through events and third party lets, security and transport. The day-to-day delivery of operations is through the Director of Operations and Facilities, whilst the day-to-day delivery of commercial income is through the Director of Commercial Enterprises – both roles are members of the SSMT.

Operational delivery is required in the following areas across all schools:

- *Catering*: The school has an in-house catering team of 40 staff (chefs and front of house) who provide meals for students and staff in the school dining room and cater for third party events on site. The school expects the highest standards of service delivery, and this is achieved by ensuring the catering plan is properly resourced and delivered on budget while ensuring full compliance with all relevant regulations (e.g. Food Safety Act 1990 and Food Standards Act 1999). Day to day management is delegated to the Director of Operations and Facilities.
- *Transport*: The school has DVSA Earned Recognition and runs a fleet of 3 x 52-seater coaches and 18 minibuses as well as a domestic fleet of vehicles for site maintenance. The COO is responsible for all aspects of transport, including leasing and maintenance of vehicles, driver recruitment, training and management, driving policy, permits, statutory compliance and School bus services. Day to day management is delegated to the Director of Operations and Facilities.
- *Housekeeping*: The COO has ultimate responsibility for all aspects of household and site management and should ensure that high quality services are provided in respect of cleaning and laundry. Day to day management is delegated to the Director of Operations and Facilities.
- *Site Security*: The COO has ultimate responsibility for all aspects of site management and should ensure that high quality services are provided in respect of portering and site security. Day to day management is delegated to the Director of Operations and Facilities.
- *Sports Club and Swim School*: The COO is responsible for the Sports Club and Learn to Swim programme for which day to day management is delegated to the Director of Commercial Enterprises. The COO's role is to ensure the plan is properly resourced and safely delivered. The COO must ensure that all activities are managed in line with current regulations, both safeguarding and swimming.
- *Shops*: The COO is responsible for the uniform shop and retail shop on site, for which day to day management is delegated to the Director of Commercial Enterprises.
- *Events and Residential Lettings*: The school has an ambitious plan to generate additional income through third party events and lettings, including weddings, for which day-to-day management is delegated through the Director of Commercial Enterprises. The COO is ultimately responsible for its safe and efficient delivery.
- *Summer School*: Day-to-day management is delegated through the Director of Commercial Enterprises, with the COO having ultimate responsibility for its safe and efficient delivery.
- *Guardians UK*: The COO is responsible for the safe management of the School's Guardianship agency. The day-to-day running is through the Director of Commercial Enterprises and the Guardians UK Director who ensure full safeguarding and operational compliance. This is done through separate GUK policies and procedures, and the COO's role is to ensure full compliance with these policies.

Estates and Grounds

The COO's team ensure the development and maintenance of the school estate and grounds. This involves coordinating the planning, development, procurement, construction contracts, third party maintenance contracts, electricity, gas, water and other utilities and business rates. The COO ensures that regular testing of equipment is carried out and all records maintained as required for buildings, materials, hazardous substances, water, appliances, services, fire risk etc. The COO supports the Head of Estates with medium- and longer-term planning through consultation with ELT and governors.

ICT

The COO has line management responsibility for the Head of ICT whose role is to ensure the development, management and support of ICT systems, in addition to assisting ELT to create and deliver its whole school digital strategy. This includes teaching and learning as well as the wider use of technology including the MIS.

Health and Safety, and Fire Safety

Although the Head/CEO is ultimately responsible for H&S, the Head of Estates is line manager to the Environmental, Health and Safety Manager. (EHS Manager) and owns the non-educational risk management framework. This includes oversight of the H&S and Fire policies, risk assessment, training, accident investigation, inspection and reporting. There is a plan of continuous improvement and the COO, and the Head/CEO are jointly responsible for the H&S action plan. Risk assessments and audits are regularly carried out.

Other

Other duties include:

- Leading on developing the school's sustainability strategy.
- Working with the Head/CEO on the school's fee strategy to include fee remissions.
- Co-ordinate the overall delivery of the school's estate masterplan.
- Co-ordinate and line manage the school's reception staff.
- As a member of ELT, the COO may at times be required to chair various panels including disciplinary hearings and complaints.

General

The COO will:

- Contribute actively to the continuous improvement process and the on-going development of a quality culture, for example, influencing behaviour and identifying and implementing improvements to processes and activities, and encouraging others to do the same.
- Undertake any other duties as may be reasonably requested.
- This job description may be altered to meet changing School demands and will be reviewed periodically in consultation with the COO. It is not intended to be exhaustive and other tasks and responsibilities may be allocated as necessary from time to time.

The Person

Required Skills, Experience and Attributes

- Educated to degree level with a relevant profession qualification - ACCA or similar.
- Demonstrable experience of leading teams through change.
- An experienced and successful business leader with a proven track record of successfully developing, managing, and facilitating change through outstanding leadership and effective management.
- A strategic thinker with strong analytical and project management skills, able to influence change and steer new ways of working.
- A high level of business acumen, including strong financial awareness and the ability to balance the delivery of programs against the realities of a budget.
- A natural motivator, adaptable, diplomatic and resilient, with exceptional interpersonal skills, and emotional intelligence.
- A natural leader and team player with the ability to maintain and develop productive and long-term working relationships within a diverse school community.
- Drive, tenacity, energy, and an appetite for hard work.
- The ability to act with integrity and humility.
- Friendly, empathetic, and approachable with a good sense of humour.
- A commitment to the safeguarding and wellbeing of children and young people.
- An interest in (but not necessarily working experience of) the educational sector and an appetite to play an integral role in a school community.
- Taunton School seeks to deliver an exceptional educational experience in all fields to its pupils. It requires staff with the ability and expertise to support this ambition, and who believe that everything we do must have the education, wellbeing, and protection of children at its core.

Other Skills, Experience, and Knowledge

- Computer literate including all Microsoft applications and understand the challenges of fast-moving technological changes, including within the educational setting.
- IT systems and technology within the educational setting.
- Experience of managing risk, audit and compliance.

How to Apply

Taunton School has engaged the services of Saxton Bampfylde to assist with the recruitment of their next COO.

Candidates should apply for this role through Saxton Bampfylde's website at www.saxbam.com/appointments using code TBAAA.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is Tuesday 1st July.
For a confidential conversation please contact Jo Ogilvy, Consultant, via jo.ogilvy@saxbam.com

Key dates for this process:

- Interviews to be held via Teams on 30th and 31st July
- W/c 11th August, briefing day & school tour
- 28th August final interview on site

GDPR Personal Data Notice

According to GDPR guidelines, Saxton Bampfylde Ltd 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 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.

Safeguarding

Taunton School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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. Also, if you have any comments and/or suggestions about improving access to our application processes please don't hesitate to contact us.



Saxton Bampfylde