



Rugby School THAILAND

CHIEF OPERATING OFFICER

For November 2021

BACKGROUND

Rugby School Thailand (RST) opened in 2017 on its purpose-built, 74-acre campus in glorious countryside south of Bangkok. It is a member of the Rugby School Group and the first sister school of Rugby School, one of England's most famous boarding schools, which was founded by Royal Charter in 1567. Rugby School Thailand embraces Rugby's educational ethos of developing the whole person. It offers its pupils the full Rugby experience leading to IGCSE and A-levels, and entry to the world's leading universities. Bruce Grindlay, currently Headmaster of Sutton Valence School in Kent, will take up the post of Principal in September 2021.

RST educates 820 pupils aged 2 to 18. It has a thriving boarding community and pupils can board from age 10. The School consists of a Pre-Prep (age 2-7), a Prep School (7-13) and a Senior School (13-18), each with purpose-built, dedicated facilities on the same stunning campus. RST is currently seeking COBIS accreditation and will pursue international membership of HMC and IAPS in due course. It aims to become one of the leading British schools in Asia.

THE ROLE

The Chief Operating Officer reports to the Principal. The purpose of the role is to work with the Principal, the owners and the Governing Body to deliver the School's strategic vision.

The COO has responsibility for all non-teaching functions in the School and must work closely with its senior leadership to ensure that all services and functions operate effectively and efficiently, and to support its academic and pastoral strategic and operational objectives. The COO will also line-manage the Head of HR, Head of Estates, General Manager, Commercial Manager and Director of IT.

The duties and tasks detailed below will be performed by the COO or, by delegated authority, the Operational and Administrative (O&A) managers as appropriate:

Human Resources Management

- Line-manage the Head of HR to ensure that the following are achieved:
 - Compliance with all relevant aspects of employment law.

- Advise the Principal and SLT on employment matters, including recruitment, retention, disciplinaries and grievances, and staff appraisals.
- Effective and accurate payment of staff salaries and payroll deductions.
- Effective and timely advertising and recruitment of staff.
- Effective protocols and practices are in place for the on-boarding of new staff.
- Accurate and timely reporting of statutory requirements.
- Advice and assistance for SLT on safeguarding legislation and regulations as required by the BSO Standards.
- Proper maintenance of an accurate Single Central Register.
- Proper maintenance of personnel records.
- With the Governing Body and Principal, ensure that the employment and remuneration policies are appropriate to recruit and retain top-quality staff.
- Production of management reports on length of service, staff churn, staff absence and the contents of academic and O&A contracts.

Estate Management

- Line-manage the Head of Estates to achieve the following:
 - Maintenance of the School's buildings, grounds, gardens and all-weather pitches to the required standard.
 - All capital building projects completed to specifications, on time and within budget.
 - Establishment of a programme of planned maintenance for all properties.
 - Where possible, the introduction of initiatives to reduce the School's environmental footprint and energy consumption.
 - In conjunction with the Principal, ensure the most appropriate and cost-effective allocation of staff housing.

IT Management

- Line-manage the Director of IT to achieve the following:
 - Work with the SLT to develop and implement an IT and communications strategy that will allow the effective provision of IT resources for all areas of the School's operations.
 - Proper and efficient management of the IT staff to ensure that the IT facilities and services support the School in achieving its operational objectives.
 - Assist with meeting the requirements of data protection legislation.
 - Manage the cost-effective purchasing, maintenance and disposal of IT hardware, software, communications equipment, printers, photocopiers and consumables.

Domestic Operations

- Provision of the effective management of boarding and day house staff, including matrons, cleaners and maintenance staff.
- Oversee all domestic services operations.
- In liaison with the external catering company, ensure that the provision of catering is of a high quality and is value for money.
- Re-negotiate catering contracts and oversee tenders for the services as required.

- Ensure that the School complies with all Health and Safety and Safeguarding legislation, including the relevant BSO Standards, and recommend changes to policies and procedures as required.
- Ensure that the School's internal security team operates effectively and consult with pastoral managers frequently to implement any changes that may be required.
- Ensure that adequate insurance cover is always in place.

Commercial Management

- Line-manage the Commercial Manager to achieve the following:
 - Delivery of rapid, profitable growth of RST Enterprises.
 - Identify and deliver commercial ventures through capitalising on the School's assets and infrastructure.
 - Identify, research and introduce new markets and revenue-earning opportunities.
 - Effective management of the School's sports centre for both the School and external use.

Financial Management

- Work closely with the Governing Body, its Finance Committee, the Principal, CFO and the senior leadership of the School to establish, develop and achieve its strategic financial objectives.
- In co-operation with the senior leadership, recommend to the Governing Body and its Finance Committee strategic and operational financial opportunities and threats.
- Work with the CFO on all financial matters within the School.
- Ensure that the long-term strategic objectives of the School are reflected in detailed financial projections, cash flows and, where relevant, arrange appropriate funding.
- In association with the CFO, oversee the following operational matters:
 - Ensure that financial controls are robust and appropriate to the needs of the School and its related activities, including RST Enterprises.
 - In consultation with the Principal and SLT, produce detailed annual budgets for all entities for consideration by the Governing Body and its Finance Committee.
 - Preparation of long-term financial projections for the School and its related entities, to include profit and loss, capital expenditure and cash-flow forecasts.
 - Working with the CFO, ensure that the Finance Department deals effectively and efficiently with all departmental tasks, including fees billing, collection of fees and extras, purchase ledger records and supplier payments, scholarships and bursaries data, including financial assessments for means-tested bursaries and all tax matters.
 - Advise on policies relating to scholarships and bursaries, as well as the availability of funds for the awards.

Clerk to the Governing Body

- Ensure that governance is carried out in accordance with the licence agreement between Wisdom and Rugby School International Limited.
- Deal with complaints from parents as required in accordance with the School's policy.
- Oversee the following tasks:
 - The preparation of agendas and supporting papers for the Governing Body and its sub-committees.
 - The production and distribution of Governing Body and sub-committee minutes of meetings.
 - The submission of all regulatory returns.
 - Arrangements for the induction of new Governors.
 - The appropriate provision of training for Governors, to include annual safeguarding training, to ensure that they are aware of their responsibilities and best practice in meeting these.

THE PERSON

The successful candidate will:

- Have proven experience of senior management at a high level, either in education or another sector.
- Have a successful track record of leadership and management, and possess first-class communication and people-management skills.
- Have strong financial and commercial acumen, and will easily assimilate, analyse and interpret financial data.
- Demonstrate knowledge of property, health and safety, safeguarding and employment issues.
- Possess a good understanding of legal issues, the handling of complaints and liaising with government, regulatory authorities and solicitors.
- Demonstrate a combination of intellectual capacity and practical skills.

Experience and Qualities

- Be a leader, team player and a natural motivator who is adaptable, innovative, diplomatic, articulate, enthusiastic and resilient. S/he will be able to inspire confidence among the owners and Governors, as well as the teaching and support staff, and have energy and drive.
- Have excellent interpersonal and communication skills, including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.
- Have strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.
- Demonstrate a strong sense of cultural awareness.
- Have an interest in educational issues and enjoy promoting and representing the School.
- Be committed to the safeguarding and well-being of children and young people.

HOW TO APPLY

Please send a letter of application (of no more than one side of A4 in length), a recent photo and a completed Application Form to Ian McIntyre, Rugby's International Development Director, at imm@rugbyschool.net by 9am on Friday 12th March.

An Application Form can be found on the RST website. Should you wish to have an informal conversation about the role, please email the Principal-Designate at bgrindlay@rugbyschool.ac.th.

Applications that do not include all three items requested will not be considered. Only long-listed candidates will be contacted. Rugby School Thailand reserves the right to make an appointment at any stage in the process.

Qualifications, Identification, Health and Background Checks

Please note that you will be required to bring documentation to interview providing proof of your identity, including attested (by a notary) Birth Certificate and qualifications. If successful at interview the position will be offered subject to the receipt of satisfactory references and police checks. For candidates who have worked and/or lived in the UK, we will require that you have an up-to-date ICPC and will complete Prohibition Order Checks. We also require anyone who has lived and worked in a country other than the UK for more than 6 months to have a police check from the national checking agency. All references will be verified and we require a minimum of two references, one of which must be your present or most recent employer. You may also be required to undergo a health check. Rugby School Thailand is an equal opportunities employer.