



Job Description: Director of Operations

Reports to: Managing Director of Ark Schools

Location: EdCity, West London (with flexible working opportunities)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: Depending on experience

About the role:

We are at an exciting moment in Ark Schools' evolution. With a strong network of great schools, we are looking to grow and need to make sure that our support to schools is of the highest quality, enabling principals to focus on continuing to drive up outcomes for every child. The Ark Schools Director of Operations will be responsible for the oversight and leadership of all operating systems and organisational structures necessary to ensure excellent services and operational support is provided to our schools, across IT, HR and estates.

Key Responsibilities:

- Ensure effective, efficient and high-quality operational services are delivered to the network of schools
- Leadership of a large team, including each head of department/area to ensure smooth delivery of the day to day running of each operational area
- Lead the implementation of annual organisational goals and objectives for the operations teams, ensuring these are clearly communicated and understood
- Lead the strategic overview and design (including change management) of the operating models and organisational structures across the network
- Lead the strategic development of core processes, systems and services across the network, ensuring they are of an excellent standard and meet the needs of schools and the central function
- Work closely with the CEO, CFO and other senior team members to ensure the appropriate division of responsibilities across the Ark and Ark Schools
- Work closely with finance and finance leadership to help co-create benchmark staffing structures for a sustainable financial and operating model across the network
- Report to the Ark Schools Board and Risk and Audit Committee on operational issues and strategic changes.

Person Specification: Director of Operations

Qualifications & Experience

- Qualified to degree or equivalent
- Minimum 5 years' experience at director level across a multi academy trust or equivalent
- Experience of overseeing the operations of a limited company or charity including IT/technology and/or human resources
- Experience of leading high-performing cross-functional teams
- Experience of developing and delivering efficiencies and challenging ways of working to identify ways to achieve this.

Knowledge & Skills

- Strategic mindset with the ability to innovate, continuously improve and ensure the organisation is always improving and developing
- Strong analytical and numerical skills; ability to quickly assimilate and interpret financial and non-financial data and use it for strategic thinking
- Excellent written and verbal communication skills
- Proven influencing and negotiation skills.

Personal Qualities

- An experienced and confident senior leader with a proven ability to lead and implement change effectively and sustainably
- Ability to probe, challenge and question appropriately and strive for continual improvement with the confidence and experience to make commercial judgements
- Highly developed communication and interpersonal skills
- Enjoys working in a fast-paced, ambitious organisation
- Commitment to personal development.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).