

Role Profile			
Role	Group Operations Manager	Location	Orbital Education Head Office but spending extended periods of time in schools
Reporting To			Group CEO Orbital Education Group (UK)
Role Purpose			
<ul style="list-style-type: none"> Responsible for leading the improvement of core business systems and processes in schools and alignment with the Orbital Education operating model. The post will have a dual focus on the integration of newly acquired schools into the Group and on English-Spanish bilingual schools. Responsible for ensuring the establishment of the systems, processes, financial and operational reporting regimes which meet Group reporting standards across the business. Develop and implement change management strategies to drive adoption and embed employee practice, and improve efficiency and effectiveness in these areas. As Spain and Mexico are priority regions for the Group, it is a core requirement that the individual has a high level of proficiency in written and spoken English and Spanish (B2/C1) and is able to spend extended periods of time in these regions, based on operational needs. <p>Candidates unable to demonstrate English and Spanish Language competence to this level will be rejected.</p>			
Key Accountabilities			
<p>Scope</p> <ul style="list-style-type: none"> Development and alignment of all school-based support functions which come under the leadership of the Business Manager or Finance and Administration Manager (finance, IT, premises, HR, facilities management, health and safety, legal). The postholder may also be required to act in school-based Business Manager role for a temporary period. The postholder will work with the guidance and support of Group functional leaders (eg Financial Controller, Group Head of IT, Group Head of HR, Regional Head of Schools, etc...) to set standards and processes for schools to adhere to. <p>Business Process Integration/ Project Management</p> <ul style="list-style-type: none"> Work with the school-based Leadership Teams and Orbital Education to identify areas of school operations requiring improvement in efficiency and effectiveness. Provide end to end Project Management for agreed improvement and/or integration projects across all areas in the schools. Develop and implement standard operating procedures and KPIs which underpin effective processes across all support functions. Ensure reliable reporting of performance against Key Performance Indicators (KPI's) from school leadership to Orbital Education. <p>Change Management</p> <ul style="list-style-type: none"> Lead change management activities, implementing effective adoption strategies. Assess change readiness, identify, and prepare risk mitigation tactics Support and engage senior leaders Coach people managers and supervisors Support organisational design and definition of roles and responsibilities 			

Person Specification

Essential

- Proven experience as senior manager in the K-12 sector with prior experience of setting up and improving systems and processes
- Willing to travel extensively to schools and spend extended periods of time working on location
- A professional qualification and experience in at least one of the school support functions (finance, IT, HR, premises, facilities management, logistics, legal)
- Excellent communication skills, particularly written and spoken English and Spanish (B2/C1).
- Able to influence and motivate others to move toward a common vision or goal.
- Knowledge of change management principles, and their application.
- Process management experience – defining and streamlining processes, securing key process improvements
- Experience of Project Management - working cross functionally with strong interpersonal skills to build relationships, manage and influence multiple stakeholders & groups.
- Flexible and adaptable; able to work in ambiguous situations
- Computer literate particularly in the use of Microsoft Office with advanced Excel skills

Desirable

- Prior experience in a commercial K-12 schools group Head or Regional Office environment
- Experience of the business and education regulatory environment in Spain or Mexico
- Prior experience working within a quality and compliance environment and application of policies, procedures and guidelines.
- Experience of working in a global organisation with complex/geographical context
- Experience of implementing Microsoft Dynamics or similar software.