



Job Description

Job title: Head of Operations & Education

Main purpose of job: To provide strategic leadership across operations and education, ensuring excellent service delivery, compliance with regulations, and outstanding educational outcomes while managing resources effectively.

Job Type: Full Time

Department: Senior Management

Position reports to: CEO

Length of contract: Permanent

Direct Reports: Outdoor Education Lead, Administration Team, Functional Skills Lead, Personal Progress & Employability Lead, Animal Care Lead (Practical), Animal Care Lead (Theory), Horticulture Lead

Salary: £35k - £38k

Key Responsibilities

- Provide strategic leadership for both operations and education functions
- Ensure compliance with educational standards, Ofsted requirements, and operational regulations
- Manage and develop the senior leadership team across both departments
- Oversee curriculum development and delivery of educational programmes
- Maintain quality assurance across all operational areas
- Manage budgets and resources effectively across both functions
- Develop and implement policies and procedures
- Lead safeguarding practice and health & safety compliance
- Build relationships with key stakeholders including local authorities and parents
- Drive continuous improvement in educational outcomes and operational efficiency
- Oversee staff development and training programmes
- Ensure effective systems and processes across the organisation
- Lead change management initiatives
- Monitor and evaluate service delivery and student progress

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Registered Charity Number 1172099

Experience and Education Requirements

Essential

- Degree in Education or related field
- Senior leadership experience in education
- Operations management experience
- Financial management expertise
- Strong knowledge of SEND and alternative provision
- Experience with Ofsted frameworks
- Proficiency in Microsoft Office
- Strategic planning and implementation skills
- Excellent organisational and time-management skills
- Strong written and verbal communication skills
- Familiarity with SEND provision
- Ability to obtain an enhanced Disclosure and Barring Service (DBS) check

Desirable

Masters degree in Education/Management
Experience in land-based learning

Application Process

In the first instance, send your CV with a short covering letter outlining why you are interested in this role to amanda@animalantiks.co.uk

Last updated: 07/02/2025

Date of next review: 07/02/2026