

DEPUTY HEAD OPERATIONS

INFORMATION FOR CANDIDATES



TWYFORD
SCHOOL

Available from September 2026



Application Closing Date
9.00am, Thursday 19th February
Interviews
Week commencing 2nd March

Welcome



A very warm welcome to Twyford and I am delighted that you are considering joining our exceptional community as the Deputy Head Operations.

Twyford is one of the oldest (possibly the oldest) and most prestigious prep schools in the country, educating approximately 400 children. It is a dynamic and exciting place to work with a highly committed and talented staff body. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I wish you every success in the upcoming interview process.

Andrew Harvey Headmaster

About Twyford

Through a narrow gap behind a high wall in the village, you encounter a vast horizon of rural beauty and a fabulous 18th century Queen Anne building. This is Twyford School, a co-educational day and flexi boarding prep school set in 30 acres of Hampshire countryside in the beautiful South Downs, three miles from the historic city of Winchester.

Twyford is one of the oldest prep schools in the country, possibly the oldest, having moved to the present site in 1809 after many years elsewhere in the village. We are proud of our heritage and the beautiful history and architecture around the School. The worn stone steps in the corridor to Upper School are a wonderful reminder of the hundreds of years of education provided at Twyford. We embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others.

At Twyford a child that becomes adept at 'kindness' is celebrated as much as the academic, artist, budding actor, athlete or the musician. With so much on offer for all ages from 2 to 13, every girl and boy quickly finds something that they are good at and enjoy.

We are also proud of having some of the most modern facilities and forward thinking approaches to education. Classrooms are modern, bright and well-equipped with the latest technology. Our impressive facilities include music rooms, performance spaces, sports hall, swimming pool, science labs, DT labs, cookery school, 83 bed boarding facilities and much more besides, and our sports and outdoor facilities are simply outstanding.

Every teacher at Twyford shares a deep passion for the education and happiness of our children. Understanding that mental and physical development happen at different stages for different children is at the heart of a Twyford education. We shape and nurture each individual learning journey so children never feel overwhelmed, but maintain their confidence and enthusiasm for creative learning throughout their time here. Our outstanding teaching team draws on this belief to bring out the best in our children, inspiring a self-belief that serves them so well for life.

Our role here at Twyford is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that.



Purpose and Scope of the Role

The Deputy Head Operations (DHO) is a key member of the Senior Leadership team.

They will be responsible for providing leadership, oversight and direct coordination of the day-to-day organisation of the School as well as line managing the Assistant Head Pastoral.

The DHO will report to the Head and contribute effectively to the School's Strategic Development Plan. This includes significant development of our vision to be a school which embraces a love of learning for every child, through a combination of academic rigour and outdoor adventure.

The DHO has general oversight of many areas of the School and will have excellent interpersonal skills to develop effective working relationships with a range of staff. The successful candidate will teach a reduced timetable.



What we offer:

- A competitive salary commensurate with the seniority of the position and the experience of the successful candidate
- Accommodation with parking
- Fee remission for the successful candidate's children (Nursery to Year 8)
- Private medical insurance for the postholder.
- Generous pension provision
- Income Protection
- Life Assurance
- Professional Development opportunities.
- Staff swimming sessions in our indoor swimming pool
- Employee Assistant Programme
- Freshly cooked lunch, snacks and tea and coffee at no cost during term-time

Job Description

Reports to:

The Headmaster

Direct Reports:

Heads of Year, Head of Adventure and the Matrons team.

Key Responsibilities:**Leadership**

- Be a member of the Senior Leadership Team and provide high-level strategic thinking.
- Lead by example, providing wholehearted and genuine support for the School's ethos and vision in a visible, approachable manner.
- Promote positive attitudes amongst staff by sharing good practice, encouraging self-evaluation and by taking a professional approach to problem solving and decision making.
- Conduct, where necessary, any disciplinary or capability investigations as the School may require.
- Liaise and collaborate with internal and external stakeholders as necessary including parents, teachers, colleagues, multidisciplinary teams, external professionals and continuing / future education establishments to best support all Twyford pupils

- Keep up to date with inspection procedures and legislation, ensuring regulatory compliance and policies are maintained in all areas specific to the role so that the School remains inspection ready at all times in, but not limited to, the areas of pastoral care, pupil development and health care.
- Provide reports and attend where required, the Governors' Academic and Pastoral Committee and any other relevant Governing body meetings.
- Ensure effective communication with all members of the School's stakeholders, staff, pupils, parents and alumni, contributing to bulletins, briefings, reviews and handbooks.
- Ensure that school trips are run safely and in line with best practice, school policies and procedures.
- Be in School before the start and after the end of each term as required and on days SLT are called to meetings during holidays.
- Act as the School's Attendance Champion.
- Act as Deputy Designated Safeguarding Lead (DDSL).



Job Description

Operations

- Oversee the day-to-day smooth running of the Prep School, liaising closely with the Head of Pre-Prep.
- Oversee school policies, alongside the Head of Compliance, to ensure inspection readiness at all times.
- Chair the weekly Operations Management Team meetings.
- Operational oversight of the whole School site; Pre-Prep, Prep and Boarding.
- Plan and manage major school events.
- Management of the duty rota covering breaks, lunch, prep, pre- and after-school clubs and boarding.
- Play an active role in management of the School's Health & Safety requirements. Work closely with the Health & Safety Officer to ensure the School is a safe environment and, where appropriate take a leading role in accident investigation. Provide final approval for school visits and attend all Health & Safety Committee meetings.
- Oversee Assemblies and school events and attend all key school events.
- Oversee the compilation of the School calendar and term dates.
- Collaborate with Heads of Year and the Head of Adventure to ensure a broad programme of visits in place.

- Oversee the extracurricular programme, which is designed and implemented by the Head of Adventure, to ensure a broad and stimulating programme of activities.
- Plan and organise a programme of Inset activities for all Staff.
- Liaise daily with wider departments such as Estates, IT, HR, Finance and Alumni.
- Act as the Designated Allergen Lead, overseeing allergen management procedures, staff training and compliance to ensure the safety and wellbeing of all pupils, staff and visitors.
- Take part in relevant training programmes identified by the School.
- Work in a co-operative, diplomatic and flexible manner.
- Carry out any other reasonable duties as requested by the Headmaster or Bursar.

Pastoral Care

Support the Assistant Head Pastoral to develop and maintain an effective pastoral ethos, including overseeing the implementation of policies and procedures



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

January 2026

Person Specification

Skills and Experience

We are looking for a talented individual who wants to be part of a modern, progressive and dynamic school which promotes excellence through care. The appropriate candidate will have the following skills, knowledge, experience and training:

- Excellent written and spoken English
- Strong and demonstrable leadership experience with a strategic mind set
- Experience in a school setting counselling students across all ages with understanding of the developmental, emotional, social and educational issues of children and young people.
- A proven commitment to confidentiality and the safeguarding and welfare of children.
- Experience with differentiating instruction to meet the learning needs of all students.
- Strong oral and written communication skills.
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Outstanding collaborative skills and a desire to work in a team-focused environment.
- Has the ability to lead by example, shows initiative and imagination, has vision and is able to inspire others.
- Commitment to and facility with integration of technology in the service of student learning.
- Willingness to contribute to school life and activities in additional ways e.g. sport, music.
- Possess outstanding organisational and administrative skills with the ability to remain calm under pressure, work to tight deadlines, managing competing priorities, whilst being able to maintain a high work rate.

- Personal integrity, honesty, energy, stamina and enthusiasm, with a willingness to give generously of their time to support school events and activities and be an active member of the Twyford School Community.
- Deep knowledge of the ISI inspection framework and the Independent School Standards.

Qualifications and Training:

Essential

- Relevant bachelor's degree
- Qualified Teacher Status

Desirable

- Designated Safeguarding Lead (DSL) training (or willingness to complete)
- Postgraduate or masters level leadership qualifications (NPQSL, NPQH, MEd etc)
- Attendance Champion training

Additional Information

All staff are expected:

- To follow and promote the School's code of conduct, safeguarding policy and other school policies and procedures.
- To promote and safeguard the welfare of children.
- To ensure the wellbeing of all pupils is their highest priority.
- To treat each pupil and each other as individuals with courtesy and respect.



The Application Process

We hope, having read the *Information for Candidates* and researched our School, that you will now be ready to apply. Application forms can be found on our website: twyfordschool.com/school-information/vacancies/

Applications should be received by the School by 9.00am on Thursday 19th February.

Please note that this vacancy may close before the stated closing date and interviews may be conducted throughout the recruitment period. We therefore recommend submitting applications early.

Interviews will take place during week beginning 2nd March. Invitations for interview will be sent by Tuesday 24th February.

Applicants should provide:

- A fully completed application form
- A one-sided letter of application addressed to Mr Andrew Harvey, Headmaster.

Applications should be sent to:

recruitment@twyfordschool.com

Applications should include the names and contact details of two people who we may contact for references. References will be taken up from all shortlisted candidates before interview.

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. The School has a responsibility to ensure that all employees are eligible to live and work in the UK and will undertake a social media search on short-listed candidates.

If you would like an informal discussion with the Headmaster regarding the role, please contact Mrs Lynne Mohring, Headmaster's PA, to arrange a convenient time: lmohring@twyfordschool.com

If you have any questions regarding the role or your application please contact Mrs Vanessa Chapman, HR Manager. Telephone: 01962 712269.

