



RATCLIFFE
COLLEGE

Appointment of

CHIEF OPERATING OFFICER

Candidate Information Pack

*A*CADEMICIS

**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Charitas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

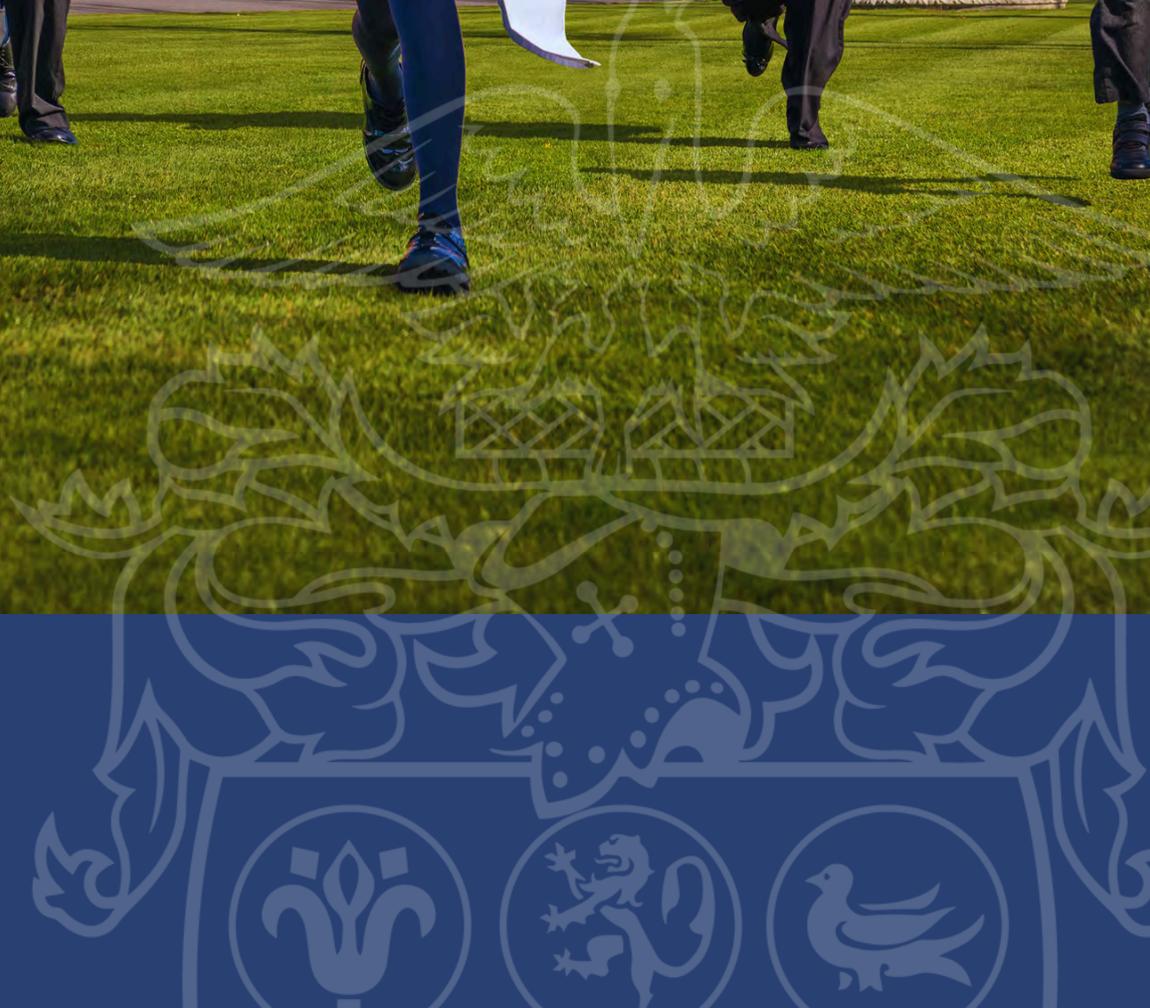
Kind regards,



Mr J. P. Reddin,
Headmaster.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Scan to view the
full ISI Inspection
Report.

ISI Independent
Schools
Inspectorate





**ONE FAMILY,
ONE SCHOOL.**

1. ABOUT RATCLIFFE COLLEGE

Ratcliffe College is one of England's leading Catholic independent schools, set in 200 acres of beautiful Leicestershire countryside at Ratcliffe on the Wreake. Founded in 1847 by the Rosminian Fathers (Institute of Charity), the College provides an outstanding co-educational day and boarding education for approximately 900 pupils aged 3 to 18, from Nursery through to the Sixth Form.

Ratcliffe is a school with genuine soul. It is ambitious, forward-thinking, and financially sound, yet never loses sight of the values at its core: the development of the whole person, a commitment to service, and the pursuit of excellence in everything it does. The College community is close-knit, welcoming, and deeply purposeful, a place where staff and pupils alike are valued and challenged.

The College has invested significantly in its estate and facilities over recent years and is entering a very important moment strategic development as it navigates the headwinds created by recent exogenous shocks to the independent sector. With an experienced Head in post and a Board of Governors focused on sustainable growth and long-term ambition, this is a genuinely compelling moment to join the Senior Leadership Team.

2. THE OPPORTUNITY

The departure of our Director of Finance creates a rare and significant leadership opportunity. We are not looking for a replacement; we are looking for strategic change in financial and operational leadership. The College's next stage of development demands a COO who brings commercial drive, operational pace, and the confidence to challenge and shape strategy alongside the Head and the Board. This is a role for someone who takes the initiative and drives opportunities forward with vigour and a clear sense of strategic purpose.

As Chief Operating Officer, you will sit at the heart of the College's Senior Leadership Team. You will hold executive responsibility for every aspect of the College's support operations, from finance and estates to people, commercial income, and marketing, and will play a pivotal role in shaping the College's next strategic chapter. The scope is genuinely broad; the authority is real; and the impact will be visible.

We are open to different backgrounds. You do not need to have worked in schools before. What matters is that you can think commercially, act decisively, lead people with empathy as well as authority, and bring the energy and commitment to make Ratcliffe College even stronger.

3. WHO WE ARE LOOKING FOR

We have been deliberate in thinking about the type of person we want, not just the experience they bring. Character matters here as much as capability. The following attributes are not a wish list, they are the criteria by which we will assess every candidate.

Character and style – The Non-Negotiables

Commercially Driven	You think about income, cost, return on investment, and long-term financial sustainability as a matter of instinct, not effort. You spot opportunity and act on it.
Operationally Hands-On	You are not a detached strategist. You get into the detail, understand how things work, and lead from the front when it matters. You are quick minded and fast acting, but not reckless.
Decisive	You make smart decisions with the information available, consulting with Senior colleagues, as appropriate. You are comfortable with ambiguity and do not need consensus to act.
High Energy	You bring pace and drive to everything you do. Those around you feel the difference you make. You create momentum, not inertia.
Gets In and Delivers	You hit the ground running. You quickly understand a new environment, build trust rapidly, and start making a difference before others have finished settling in.
Confident with Gravitas	You can challenge the Head, the Board, and your peers with confidence and respect, in the room, with evidence, and without ego. You are direct but always professional.
Something Different	You are financially astute. You bring a different perspective, a commercial sharpness and restlessness that is genuinely energising to those around you.
Trusted and Respected	You build genuine relationships quickly. Staff, governors, pupils, and parents will feel safe in your hands. Your word is your bond.

Experience and Background

We are not prescriptive about sector background. Exceptional candidates may come from independent schools, higher education, healthcare, hospitality, property, logistics, professional services, or any other complex operational environment. What we are looking for is a proven track-record of success and genuine impact on the organisations where you have worked, not simply job titles.

Being a practising Catholic is desirable, but not essential.

You are likely to bring a strong combination of the following:

- Significant board-level or senior leadership experience in a complex, multi-site or multi-function organisation
- A track record of delivering operational and commercial results, not merely overseeing process
- Direct leadership of diverse teams across functions (finance, estates, HR, operations)
- Proven experience of income generation, commercial development, or asset optimisation
- Strong financial literacy. You do not need to be an accountant, but you must be fully fluent in financial management and accountability
- Experience of capital projects, investment appraisal, or major infrastructure development
- An affinity for, or genuine openness to, the values and mission of a Catholic independent school





4. SCOPE AND AUTHORITY

The COO holds executive responsibility for the full range of the College's support and operational functions and is the Head's closest operational partner. The role is a member of the Senior Leadership Team (SLT) and will attend meetings of the Board of Trustees, Governors, and their Committees.

For the purposes of financial probity, the COO has direct access to the Chair of Trustees and the Board of Governors. This is a role with genuine authority and direct accountability, and we expect the person we appoint to use both.

Functions under COO leadership: Finance and Accountancy; Human Resources; Marketing and Admissions; Catering, Laundry and Domestic Services; Buildings, Estates and Transport; Health and Safety; Security; Commercial Income and Development; IT and Procurement; Data Control.

5. JOB DESCRIPTION

Line Manager	The Chief Operating Officer is responsible to the Head for the day-to-day operations of the College. For the purpose of ensuring financial probity, the Chief Operating Officer shall have direct access to the Chair of Trustees and the Board of Governors as may be necessary.
Main Areas of Resonsibilities	Finance; Human Resources; Marketing; Catering, Laundry and Domestic Services; Buildings, Estate and Transport; Health and Safety; Security; Leadership and Strategy of new revenue generation schemes for the College.
Main Purpose of the job:	As a key member of the Senior Leadership Team (SLT), the COO works to support the Head in his duty to ensure that the College meets its educational and financial aims. The COO is responsible for providing professional leadership and management for all areas of the College's support staff. The role is to promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most

MAIN AREAS OF RESONSIBILITY IN DETAIL:

Finance and Accountancy (in conjunction with the Finance Manager)

- Develop sound financial procedures to ensure best practice and adherence to the highest standards of corporate governance principles.
- Develop, maintain and fulfil the financial strategy of the College.
- Prepare the annual budget for the College for the approval of the Finance and General Purposes Committee (F & G P) of the Board of Governors on a termly basis.
- Prepare updated forecasts during the year and provide ongoing budgetary information to the F & G P, Senior Leadership Team and College budget holders, incorporating such comment and analysis as may be necessary to properly understand performance against budget.

Finance and Accountancy (in conjunction with the Finance Manager) *Continued*

- Maintain accounts and such financial records as may be required by the College or by external bodies.
- Ensure effective liaison is maintained with the College's Bank and Auditors.
- Ensure accurate cash flow projections.
- Manage the College's investments in conjunction with the College's investment managers.
- Ensure the efficient collection of student fees and additional monies.
- Ensure all aspects of salaries and wages payments, including PAYE, pensions (including the schemes for both teaching and support staff), NI contributions and benefits in kind, are properly administered.
- Ensure effective monitoring and payment of invoices.
- Undertake timely and accurate financial appraisals of projects as they are formulated.
- Manage any special schemes for the funding of fees for students e.g. Scholarships and Bursaries.
- Manage the financial implications of the charitable status of the College.
- Advise upon and manage as necessary all matters relating to tax.
- Be innovative in the procurement and delivery of all services putting in place effective and efficient systems and ensuring that staff are trained in their use.
- Manage the financial arrangements for and upkeep of the College properties used by residential staff.

Human Resources (in conjunction with the Human Resources Manager)

- Ensure that policies and procedures are in place and adhered to covering all areas of employment legislation, and best practice in employment, and that training in their understanding and use is undertaken as may be necessary.
- Ensure recruitment and appointment procedures of teaching and support staff and documentation are properly administered, including all elements that are necessary for a school, including necessary adherence to Safer Recruitment best practice.
- Ensure all teaching and support staff have contracts of employment/specified terms and conditions and that contracts are kept up to date as new legislation takes effect.
- Provide advice and guidance as required relating to the terms and conditions of service applicable to the College's teaching and support staff.
- Advise the Head and the Board of Governors on Human Resource matters as and when required.
- Maintain the Single Central Register (SCR) in line with current ISI requirements

Marketing (in conjunction with the Head of Marketing and Admissions)

- Develop, implement and maintain a comprehensive strategy for the purpose of maximising the generation of income from sources other than school fees and associated monies.
- Develop annual targets for the generation of income outside of school fees and associated monies and plans for their fulfilment.
- Develop and introduce strategies to encourage interaction with the local community and business groups.
- Identify target groups and businesses for the purpose of establishing wider beneficial links with the School and to extend its natural catchment area.
- Ensure the appropriate exploiting of business opportunities that might arise within projects that the School pursues.

Marketing (in conjunction with the Head of Marketing and Admissions) *Continued*

- Ensure the School's shop facilities operate efficiently.
- Manage the letting of school facilities to outside organisations for purposes of income generation and/or offering public benefit to local community groups.
- Manage the Marketing/Public Relations policies of the School. The detailed work is carried out by the Head of Marketing and Admissions and their Assistant in consultation with the Head. It is expected that the COO will oversee these functions and suggest initiatives to enhance the effectiveness of present strategies.

Catering, Laundry and Domestic Services (in conjunction with the Catering Manager and Head of Domestic Services)

- Ensure the provision of excellent and cost effective catering, laundry and domestic services.
- Undertake regular testing of the market to compare in-house services with externally provided services, providing reports to the F & G P as necessary.
- Ensure that catering and other areas meet the requirements for hygiene and food safety, and that catering staff fulfil their responsibilities in food hygiene and safety.

Buildings, Estates & Transport (in conjunction with the Estates Manager and Head of Grounds)

- Produce and maintain the College's strategy for the development of its buildings and estate in line with the Board of Governors' and Head's vision for the future.
- Plan and manage all projects as they arise in conjunction where necessary with expert external advisers.
- Ensure the effective maintenance of College buildings with appropriate systems and record keeping, providing reports to the Finance and General Purposes Committee (F & G P) of the Board of Governors.
- Ensure the obtaining of electricity, gas, oil and water at the most favourable rates possible.
- Promote the conservation of energy, taking all reasonable steps to reduce the consumption of resources.
- Ensure the appropriate maintenance of the swimming pool and associated plant.
- Ensure the maintenance of heating and lighting in all school buildings.
- Maintain staff accommodation to an appropriate standard.
- Prepare for the approval of the F & G P, outline specifications or plans for new buildings or other developments, obtaining tenders, planning permission, and liaising effectively with College architects, builders and any other bodies that may be necessary.
- Ensure the playing fields, gardens, all weather surfaces, running track, tennis courts, roads, paths, boundaries, rights of way, car parks and other facilities within the College grounds are maintained to a high and safe standard.

Health and Safety (in conjunction with the Estates Manager)

- Develop, manage, monitor and maintain a comprehensive range of Health and Safety policies and procedures, ensuring that they meet legislative and recognised best practice standards.
- Manage the programme of risk assessment throughout the College, advising and guiding teaching and support staff as necessary.
- Ensure the delivery of appropriate training to teaching and support staff in health and safety matters.

Health and Safety (in conjunction with the Estates Manager) *Continued*

- Ensure the installation and maintenance of equipment for the detection, warning, protection and escape from fire.
- Ensure that fire risk assessments are carried out as may be required by law or by internal policies.
- Ensure that the Health and Safety Committee functions in an effective and proactive manner, providing the F & G P with the minutes of meetings and drawing to their particular attention any matters in which their help/support is needed.
- Ensure that College vehicles are safe and road-worthy at all times; manage the College transport arrangements, including the hiring of coaches and the operation of the College's daily bus services; ensure compliance with the regulations for the operation of College minibuses; manage driver training and assessments; servicing and Vehicle Inspectorate Tests.

Security (in conjunction with the Estates Manager)

- Ensure that all appropriate, practical and reasonable steps are taken to ensure the security of students, staff, their property and the property of the College.
- advisory bodies on developments in security and their utilisation.
- Develop, implement and maintain comprehensive security policies and procedures providing such training as may be necessary.

Leadership and Strategy

- Contribute fully and creatively to meetings of the Senior Leadership Team and other College committees.
- Provide support to the Head and to other senior colleagues as might be appropriate.
- Attend whole College events as a member of the Senior Leadership Team.
- Attend all meetings of the Board of Governors and their Committees unless instructed otherwise.
- Manage and utilise the staff and other resources available within the Department effectively and efficiently.
- Ensure an appropriate level of review of staff performance and professional development.
- Promote and ensure excellent, comprehensive and effective systems of communication within the Department and with the rest of the College organisation.
- Assist in administration matters concerning standing and any ad hoc meetings involving the governors or senior staff as may be occasionally necessary.
- Ensure adherence to financial procedures and other College instructions.
- Undertake any other reasonable duties that may be assigned from time to time by the Head, Board of Governors or the Board of Trustees.

The position falls vacant in June 2026, the successful candidate will be expected to make a significant contribution to formulating the new vision and in conjunction with the Senior Leadership Team to implement the same.

As the senior support executive, the COO will need to be good with people, inspirational, far sighted, innovative, dedicated and commercially minded. This is a career opportunity and the successful candidate's experience may well be from within the independent schools' sector or from other walks of life. The ethos and culture of Ratcliffe College is welcoming and family focussed and one where your skills will be allowed to thrive, and your effort and dedication will be appreciated by governors, colleagues and pupils alike.

6. KEY RELATIONSHIPS

The COO operates at the centre of the College's governance and leadership structure. Your most important relationships will be:

- **The Head:** your line manager, strategic partner, and the leader whose vision you will translate into operational reality
- **The Chair of Trustees and Board of Governors:** your governance partners. You attend all Board meetings and committee meetings and provide direct access where financial probity requires it
- **The Finance and General Purposes Committee:** your primary governance audience for financial and operational reporting
- **Senior Leadership Team colleagues:** your peers. You are expected to contribute to the whole-school leadership agenda, not just your own functions
- **Functional Managers:** Finance Manager, HR Manager, Head of Marketing and Admissions, Estates Manager, Catering Manager, Head of Domestic Services. These are your direct reports and the people through whom you lead
- **The wider College community:** staff, pupils, parents, alumni, and the Rosminian community, all of whom you will engage, represent, and serve

7. WHAT SUCCESS LOOKS LIKE

In your first twelve months, a successful COO at Ratcliffe College will have:

- Earned the trust and respect of the Head, the Board, the Senior Leadership Team, and the support staff they lead
- Produced a clear plan of where the College's operational and commercial performance can improve, and started delivering against it
- Identified and begun to develop at least one new or enhanced commercial income stream
- Established a financial reporting and forecasting rhythm that gives the Board genuine confidence in the College's position
- Built momentum on at least one significant estates or capital project
- Made the Senior Leadership Team more effective more challenging, more commercial, more decisive

8. ETHOS AND CULTURE

Ratcliffe College is a Catholic school rooted in the tradition of the Rosminian Fathers. Faith underpins everything here, not as a constraint, but as a source of purpose, community, and care. We do not expect every member of our leadership team to be Catholic, but we do expect every senior leader to share our faith, understand it, respect it, and draw genuine energy from being part of a community that lives by it.

Ratcliffe is a place where people matter. The relationships between staff, pupils, parents, and governors are warm, genuine, and enduring. The COO must be someone who adds to that culture, not someone who manages from a distance. If you are energised by being part of something larger than yourself, you will thrive here.

9. TERMS OF APPOINTMENT

Term	Details
Role Title	Chief Operating Officer
Reporting line	The Head of College (day-to-day); direct access to the Chair of Trustees and Board of Governors on matters of financial probity
Contract type	Permanent, full-time
Start Date	June 2026
Location	Ratcliffe College, Ratcliffe on the Wreake, Leicestershire LE7 4SJ
Salary	Competitive, commensurate with scope and candidate experience. Please enquire.

10. HOW TO APPLY

We welcome applications from candidates of all backgrounds. Ratcliffe College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and satisfactory references.

Interviews: Tuesday 21st and Wednesday 22nd April 2026

Closing date: Midday, Monday 13th April 2026.

Informal enquiries are welcome and encouraged. If you would like to discuss the role before applying, please contact, Will Bridge (our retained consultant at Academicis) at wbridge@academicis.co.uk or call on 07825 346535. We are also happy to arrange a visit to the College for serious candidates.

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
TAKE A LOOK AROUND
OUR VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



TPS or Defined Contributions Pension Scheme.



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Free parking on-site



Professional Developmental opportunities



Sport and Leisure

- Free use of the on-site gym (at specified times)





RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the **Recruitment, Selection and Disclosures Policy** and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening

**BEGIN HERE,
GO ANYWHERE.**





EST. 1847

RATCLIFFE

COLLEGE

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LEGIS PLENITUDO CHARITAS