



RECRUITMENT PACK

DEPUTY PRINCIPAL OF OPERATIONS



An exceptional SEND school and college where
individuals are cared for and valued.

ABOUT THE SHEILING RINGWOOD

Our mission is to create an educational, therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Students are encouraged and supported to become resourceful and caring individuals, to explore the world of feelings, behaviour and values. We focus on building confidence and skills in different environments and social groups, whilst also developing functional independence in preparation for adult life.

Our school and college offer an individualised and flexible approach to placements: 38-week, day, extended day, weekly and termly boarding. On our 45-acre woodland site we provide a living, working and learning environment that is comfortable, beautiful and natural, befitting of a home away from home with extensive SEND facilities.

“The inspection team were impressed by the strong culture of teamwork that exists and that parents and carers are overwhelmingly positive about the school's work.”

OFSTED SCHOOL EDUCATION 2024



ETHOS AND CORE VALUES

The Sheiling Ringwood is a Camphill Community. It is committed to maintaining a therapeutic community environment that is based on the social and educational principles of Rudolf Steiner. Essential to these principles is the recognition that behind every disability, each person's human integrity and spiritual wholeness is inviolable.

This means that every student, both because of and despite their disabilities, has something to give and something to learn in all of their relationships with other children/young people, with staff, teachers, carers, friends and family. The Sheiling Ringwood strives to maximise the diverse social and educational opportunities of community living, within a safe and secure environment, as a stepping-stone for each student's fulfilment of their potential.

“ Our child is at the heart of every little thing the staff do. We feel blessed to have found this place; it is like my child has a second family.. ”

OFSTED RESIDENTIAL INSPECTION 2024



We believe that mutual recognition and acceptance, within a distinct community setting, enables both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each child's/young adult's human and spiritual integrity means to educate and care for the whole person, intellectually, morally and physically. The Sheiling's School and College seek to broaden each student's horizons along with their confidence and ability to access the wider community beyond.

THE IMPORTANCE OF OUR STAFF

The success of The Sheiling Ringwood is based on the strength of positive relationships between our students and also between our students and staff. We are thrilled that the impact of these relationships is recognised and lauded by Ofsted and CQC.

Our staff provide the flexible and individualised support that each student deserves. Our teams are well trained, supported, valued and recognised as pivotal to the happiness of our young people and the successful outcomes achieved by them in the key areas of education and life-skills.



“ Parents and professionals are overwhelmingly positive about the impact that staff have had on their child’s progress, emotional well-being and physical growth. ”

OFSTED SCHOOL EDUCATION 2024

STAFF BENEFITS



Fantastic working environment with beautiful outdoor space



Onsite free parking

Bike 2 Work Scheme



Enhanced DBS Check paid for



Regular support and Supervision from Line Managers throughout the year



Employers pension contribution at a minimum of 8%

Annual salary review

Employee assistance programme

Minimum of circa 10 days' paid inset/ training per year



Access to funded RQF qualifications through dedicated career pathways

Induction for all new starters on commencement, followed by targeted 5 day Foundation programme



A minimum of 31 days paid holiday per year (FTE)

For more information please visit thesheilingringwood.co.uk/benefits

JOB DESCRIPTION



Job Title	Deputy Principal of Operations
Responsible to	Principal
Responsible for	Head of Finance & Premises, Network Manager and HR & Training Manager.
Hours of Work	Full Time, 8 weeks annual leave.
Expected Salary Range	£85,00 to £95,000 gross per annum. 14% ER pension contribution.

ROLE SUMMARY

To provide visionary, aspirational and strategic leadership across the whole organisation, ensuring that operational systems, financial systems and governance, infrastructure, and people and resources enable exceptional education, social, health, independence, and preparation-for-adulthood outcomes for children and young people with severe and moderate learning disabilities and complex needs, including autism.

The postholder will champion a culture aligned with the Sheiling's values, ensuring operational decisions strengthen the relational culture and therapeutic learning environment.

SUMMARY OF DUTIES AND RESPONSIBILITIES

“ I found the recruitment process incredibly easy. HR are a dream with all the help and encouragement I could have wished for and more. Such a good organisation, everyone so friendly and helpful.

NEW MEMBER OF STAFF 2024

”



Key Priorities:

- To ensure that the Sheiling's non-education offer is delivered within the requirements of relevant regulatory and legal frameworks (including Department for Education, Ofsted, CQC, cyber security and safer recruitment processes) and this offer is fully aligned with funding mechanisms, approaches, and innovations in SEND.
- To ensure the Sheiling delivers and promotes the highest possible standards of employment and wellbeing for its staff to maintain positive levels of recruitment and retention.
- To consciously place children and young people at the centre of everything we do to support individual achievements, and the Sheiling's longer-term sustainability as an excellent provision for young people with SEND.
- To maintain and develop the strong safeguarding culture across the organisation, working closely with the Principal (the Designated Safeguarding Lead), and ensuring safeguarding best practice is consistently implemented and monitored across the central service departments.
- To be courageous and ambitious for long-term vision and change by leading on innovative and exciting new approaches to improve facilities for learning; thus, ensuring that facilities and the environment are not only fit for purpose today, but are designed to meet the challenges and opportunities of tomorrow, reinforcing the Sheiling's reputation as a centre of excellence and a model of best practice.
- To exercise strategic and aspirational planning, ensuring the equitable and effective deployment of budgets and resources.
- To further develop positive and collaborative relationships by working together to make a greater difference. To successfully engage with key stakeholders including staff, Trustees, parents, families, external professionals and the wider community to gain support and commitment to the Sheiling's vision, values and direction.
- To commit to the promotion of diversity initiatives and the sharing of best practice in line with the Sheiling's policies and procedures, recognising and respecting individuality and supporting others based on their individual needs.

Key Accountabilities & Responsibilities

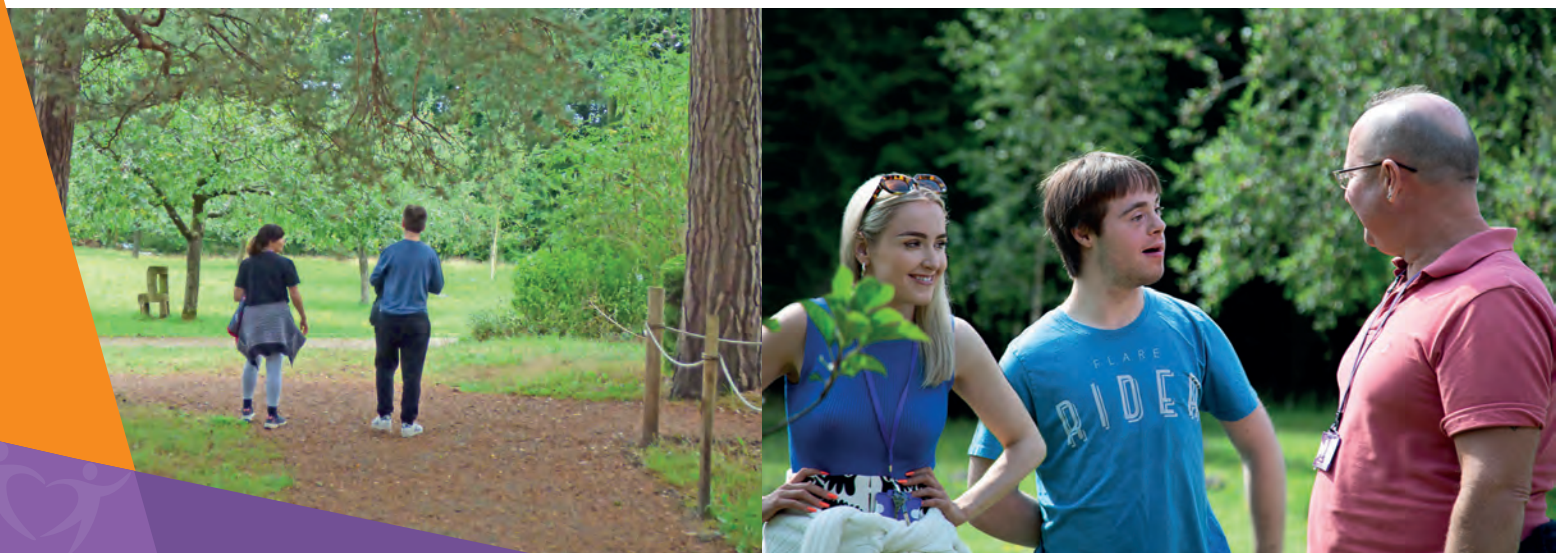
Strategic

- To have the ability to act within the complexities of the present while being aware of, and guided by, latent possibilities for the future as a shared cultural practice.
- To be a credible and trusted advisor to the SSET Board of Trustees, providing vision and guidance on the strategic and aspirational direction for the future of the Sheiling, ensuring our offer is wholly aligned to recognised best practice approaches within special education.
- To ensure strategic and operational developments are achieved and exceeded within the requirements of regulatory and legal frameworks including DfE, Ofsted and CQC.
- To ensure that quality assurance evidence and data from across all four departments (Finance, Facilities, HR and IT) is effectively translated to inform future planning or to reimagine approaches.
- To ensure the Finance, Facilities, HR and IT departments are managed in line with organisational policy, statutory requirements and best practice guidance by developing and maintaining key professional partnerships.

- To create strategic aims and objectives in line with the Sheiling's values that are easily translated and understood.
- To provide visionary, aspirational, and strategic leadership for all central services across the organisation.

Leadership

- To serve as a member of the leadership team and support the Deputy Principal of Integrated Learning when they are deputising in the absence of the Principal.
- Alongside the Deputy Principal of Integrated Learning, to attend the SSET Board of Trustees meetings as a member of the leadership team.
- To provide strategic organisational leadership and represent the Principal internally and externally, as required.
- To ensure robust, strategic and aspirational organisational leadership and contribute to the long-term vision and sustainability of the Sheiling.
- To provide high-quality reports and assurance to the Board of Trustees via the Principal.



Leadership Continued

- To provide leadership, coaching, and accountability to direct reports.
- To ensure robust strategic and aspirational operations leadership and contribute to long-term organisational vision and sustainability.
- To lead and direct the work of central service departments to achieve the best possible outcomes for children and young people within our care.
- To ensure that the leadership, management and staffing structures of all services within the offer are appropriate and effective to maximise the quality of learning and care experiences for children and young people, within the framework of regulatory requirement and the mission, vision and values of the Sheiling.
- To promote a culture of inclusion and belonging for staff, ensuring the Sheiling is considered a good employer, thus supporting recruitment and retention.

Finance (& Facilities via Head of Finance & Premises)

- To take a proactive and resourceful approach, envisage new projects and initiatives, and direct their progress in a timely manner.
- To oversee financial planning, fee process negotiations with LA Commissioners, procurement, premises, contracts, health and safety, transport and facilities management via the Head of Finance & Premises.
- To ensure operational resilience, business continuity and ongoing sustainability.



Great outcomes for students and the hard work of our staff is clear to see, it is very encouraging to have Ofsted confirmation that the college is doing so well. I am grateful to the staff teams who are dedicated in their work, providing the platform and opportunities for our students to reach these wonderful outcomes.



HEAD OF COLLEGE 2024



Compliance and Risk

- To ensure compliance with DfE Independent School Standards, Ofsted and CQC expectations, residential requirements, safeguarding obligations, and employment law (and health & safety duties via the Head of Finance and Premises).
- To direct effective risk management, policy assurance and audit readiness.

HR & Training

- To lead strategic workforce planning via the HR & Training Manager.
- To promote safer recruitment, retention, training, and leadership development aligned with organisational values.

IT & Information Systems

- To provide strategic oversight of IT infrastructure, cyber security, MIS and digital transformation via the Network Manager.
- To ensure future readiness, continuity planning, industry knowledge and keen awareness of IT requirements.

General

- To develop and maintain strong relationships with parents/carers, students, staff, and Trustees across the organisation.
- Lead and role model the Sheiling's embedded Supervision and self-reflective practice culture.
- To ensure all duties are carried out in accordance with health and safety regulations as per the Sheiling's health and safety policy and procedures.
- To participate in an out-of-hours on-call duty system, as notified by the Principal

Success Measures

1. Enhance strong regulatory compliance and positive inspection outcomes.
2. Financial sustainability via a clear and visionary approach to ensuring the ongoing health of our student referrals position.
3. Recognise the non-education needs of the organisation for the future and timely implementation of changes and improvements, aligned with financial sustainability and operational efficiency.
4. Identify and implement improvements to IT/ digital infrastructure and cyber security.
5. HR & Training functions and approaches successfully meet the needs of the organisation.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Degree or equivalent-level professional qualification

Desirable

- MBA, HR, accountancy or operational leadership qualification

LEADERSHIP EXPERIENCE

Essential

- Substantial senior executive / strategic leadership in complex organisations
- Experience of overseeing capital projects, maintenance programmes and estate planning
- Strong track record of effective risk management, policy assurance and audit readiness

Desirable

- Experience in an independent education, SEND or residential organisation

KNOWLEDGE

Essential

- DfE Independent School Standards, Ofsted, safeguarding, H&S, HR, IT and compliance frameworks

Desirable

- Steiner education and anthroposophical approaches



SKILLS/APTITUDE

Essential

- Ability to recognise that the estate is a strategic educational asset, ensuring its development supports learning, wellbeing, independence and community engagement for current and future generations
- Ability to deliver a long-term vision for estate development, sustainability and asset stewardship.
- Ability to align operational services with educational, therapeutic and residential outcomes
- Ability to align operational strategy, financial sustainability, estate development, HR & IT services and organisational culture in support of the organisation's long-term mission.
- Capacity to think beyond operational management to shape the long-term sustainability, resilience and effectiveness of the organisation
- Strategic planning, financial oversight, people leadership, IT infrastructure, change management, risk and governance reporting
- Sound knowledge of quality assurance
- Ability to analyse complex data to inform future opportunities

PERSON SPECIFICATION

SKILLS/APTITUDE CONTINUED

- Strategically and intellectually curious
- Collaborative and multidisciplinary leader
- Resilient, reflective and accountable
- Compassionate, relational and emotionally intelligent

Desirable

- Digital transformation
- Motivated by challenge and concept of continuous development/ improvement
- Understanding of the relationship between organisational infrastructure and student outcomes.

VALUES

Essential

- Visionary and values-led
- To act with integrity in all areas

Desirable

- Interest in anthroposophical approaches

“ Working at The Sheiling Ringwood (TSR) has been an incredible experience. The recruitment process was transparent, welcoming and efficient, and now, being part of this team is inspiring. TSR’s culture of promoting collaboration and personal growth makes each day rewarding. I am learning and growing continuously, contributing to an enriching professional experience. ”

MEMBER OF STAFF 2024



SAFER RECRUITMENT

The Sheiling Ringwood (TSR) is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

We reserve the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.

TSR is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided political views whilst working at TSR and/or whilst participating in activities associated with their employment.

Your Right to Work will need to be established as part of the appointment process. We will also carry out an online search for all shortlisted candidates, in line with the latest Keeping Children Safe in Education (KCSIE) guidelines.

For more information please visit thesheilingringwood.co.uk/recruitment

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Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children's care.

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OFSTED RESIDENTIAL INSPECTION 2024





The Sheiling Ringwood School & College

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HR: hr@thesheilingringwood.co.uk

Recruitment: applications@thesheilingringwood.co.uk

BH24 2EB will take you to the centre of the postcode. Following just the postcode will not bring you to us, but to another site within the same postcode. Please use the Horton Road turning from the Ashley Heath roundabout to accurately find us.

Alternatively, use our what3words grid reference:
[w3w.co/declines.dusters.tractor](https://www.what3words.com/declines.dusters.tractor)



thesheilingringwood.co.uk