



MERCHANT TAYLORS'
Prep

Information for candidates

Assistant Head (Operations & Development)

September 2026

For boys 3-11



Welcome from the Head

Thank you for expressing an interest in joining us here at Merchant Taylors' Prep.

MTP is a warm and welcoming boys 3-11 prep school in Moor Park, Rickmansworth. We are a school committed to maintaining a strong academic tradition whilst preserving a balance between the academic, spiritual, emotional and physical needs of our pupils. We seek to develop the boys' character through promoting values and dispositions, high quality teaching and an extensive range of extra-curricular activities.

Since joining the Merchant Taylors' family of schools in 2015 we have been collaborating with the senior school to create, for the first time in Northwood, a 'through school' experience for boys from 3 to 18. This has been a very exciting development conceived with the aim of creating a cohesive and seamless curriculum and making the process of transfer from the prep school to the senior school simpler.

The admissions system for our pupils to Merchant Taylors' School is based on on-going assessment at school and not dependent on one external examination. This has freed significant time in our curriculum, which we have been devoting to 'intellectual curiosity' and the development of higher order thinking skills.

Prior to 2015, we were known as Northwood Prep, with a very successful history since 1910, when the school was founded by Francis Terry. Throughout more recent developments, Francis Terry's original vision of the school has been maintained. A Christian, caring environment has been established where each pupil is valued as an individual and given a full range of opportunities, and all concerned - pupils, staff and governors - strive for excellence.

Mr Miles Chester
Head



The School

History

Merchant Taylors' Prep, originally founded in 1910 as Northwood Prep by Francis Terry, has a long history of excellence in education. The school moved to its current site at Moor Farm in 1982, where it has since flourished. In 2015, the school became Merchant Taylors' Prep, aligning with the broader Merchant Taylors' educational family.

Set on a beautiful 15-acre site, the school combines Grade II listed farm buildings with modern facilities such as the Pre-Prep and Sports Hall. This unique setting provides a stimulating environment where pupils can learn, grow, and thrive. The grounds are rich in history. They are the site of Cardinal Wolsey's home the Manor of the More, later owned by Henry VIII and lived in by Catherine of Aragon, the site of the Treaty of the More in 1525. This heritage is an integral part of the school's character, providing a sense of continuity and inspiration.

Academic Excellence

We provide an exceptional academic experience within a selective setting, designed to challenge and inspire our pupils. Admission is competitive at each entry point, 3+, 4+, and 7+, ensuring we admit boys who will thrive in our supportive, dynamic, and intellectually stimulating environment. Our broad and balanced curriculum is tailored to meet the needs of each individual, fostering intellectual curiosity and a love of learning.

Through a combination of excellent teaching and strong pastoral care, we aim to develop well-rounded, confident learners. Our pupils consistently achieve excellent results and make successful transitions to senior school, with the majority progressing to Merchant Taylors' Senior School. Many boys are also awarded scholarships for their academic achievements and talents in sports, music, and the performing arts.



Assistant Head (Operations & Development)

Responsible to: The Head

Member of: Senior Leadership Team

Line Management: IT Manager, ISAMS Administrator, Administrative Team

We are seeking an outstanding Assistant Head of Operations and Organisational Development for September 2026 to provide strategic leadership across the operational functions of the school, driving continuous improvement and organisational effectiveness.

The successful candidate will play a key role in shaping systems, processes and people development, ensuring the school operates efficiently and sustainably while supporting its long term strategic vision. Working closely with the Head and Senior Leadership Team, they will lead on operational planning, drive organisational improvement initiatives, and foster a culture of accountability, collaboration and continuous professional development.

Core Purpose

The Assistant Head (Operations & Development) provides strategic leadership for the school's operations, organisational development, digital strategy and compliance. They ensure systems and processes enable excellent teaching, learning and pastoral care, and lead continuous improvement across data, digital tools and whole-school operations. As a senior leader, they shape strategy and culture, develop staff through CPD and appraisal, oversee risk and regulatory compliance, and help build a cohesive, future-focused school community.

Assistant Head (Operations & Development) - Job Description

Key Responsibilities:

1. Operational Leadership

Strategic Operations & Logistics

- Lead day-to-day operational management across the school.
- Lead the preparation, crosschecking, validation and publication of the whole school calendar.
- Provide strategic oversight of logistics, ensuring smooth, efficient and proactive systems
- Lead operational compliance processes (risk assessments, policies, statutory returns), ensuring accuracy and continuous improvement.
- Coordinate major operational events such as open days, parent events and whole-school logistics, managing pupil ambassadors and overseeing pupil tours.

Timetable, Staffing & Daily Systems

- Lead the strategic planning of the academic timetable, ensuring coherence, balance and efficiency, and oversee the operational implementation of the timetable.
- Advise the Head on recruitment needs, staffing models and staff loadings.
- Manage staff absence systems and coordinate daily cover, working closely with Heads of Section.
- Oversee the duty rota, ensuring clarity, fairness and effective supervision.
- Ensure smooth running of daily logistics including duties, rooming and supervision schedules.

2. Staff Development: CPD, Induction & Appraisal

Induction & Early Career Teachers

- Provide strategic oversight of the induction process for teachers and TAs.
- Lead and quality assure the ECT programme, ensuring compliance with ISTIP and ISI expectations.
- Support and develop mentors of ECTs and other new staff.

Professional Development & Appraisal

- Lead the whole school CPD strategy, including INSET design, termly development pathways and impact evaluation.
- Provide strategic oversight of the appraisal process, ensuring consistency, fairness and developmental value.
- Work with the Head's PA and SBM to ensure all staff complete statutory and compliance training.

3. Development of Digital Systems, MIS and Data Protection

Management Information Systems (MIS)

- Provide strategic leadership of the School's MIS to ensure effectiveness, integrity and compliance, while aligning systems and practices with those of the Senior School where appropriate.
- Set standards for data quality and statutory reporting, working collaboratively with relevant teams across the two schools to ensure consistency, efficiency and shared best practice.

Digital Platforms

- Hold strategic responsibility for the School's digital platforms, ensuring alignment with educational, safeguarding and organisational priorities, and coherence with Senior school systems.
- Ensure platforms contribute to efficiency, communication and workload reduction, with day-to-day management delegated as appropriate.

Digital Strategy and Infrastructure

- Lead the School's digital strategy in collaboration with senior and technical leaders across both Prep and Senior Schools to ensure interoperability, scalability and value for money.
- Maintain high-level oversight of digital infrastructure, safeguarding technologies and long-term digital development, ensuring alignment with whole-school IT architecture and standards.
- Contribute to the prioritisation and sequencing of IT and digital projects across both schools, identifying opportunities for joint initiatives and resource optimisation.

Data Protection

- Provide senior leadership of data protection and GDPR compliance across the School, working closely with the Data Protection Officer at the Senior school.
- Advise SLT and staff on data-governance matters, contributing to a consistent cross-school approach to risk management, policy compliance and information security.

4. Attendance & Punctuality

- Act as the School Attendance Champion, providing strategic leadership of attendance and punctuality, including policy development and implementation.
- Maintain up-to-date knowledge of statutory guidance and best practice, ensuring the school meets all regulatory expectations.
- Lead analysis of attendance and punctuality data, identifying patterns and coordinating timely interventions.
- Promote a culture of strong attendance across the school community.
- Ensure the integrity of registers and oversee compliance processes, directing the work of the ISAMS administrator as required.
- Report attendance trends and key insights to SLT and Governors.

5. Strategic SLT Contribution

- Serve as a key member of the Senior Leadership Team, contributing to whole school strategy, culture and development.
- Provide operational insights, data and forecasting to inform decision making.
- Deputise for the Deputy Head or Head as required.
- Build strong professional relationships across the staff body to ensure cohesive implementation of initiatives.
- Contribute to inspection preparation, staff appraisal, leadership development and recruitment (including Safer Recruitment requirements).
- Lead and contribute to assemblies, key school events and the wider cocurricular life of the school.
- Maintain a visible, positive presence throughout the school day, modelling professional expectations.

Professional Expectations

- Be present from 8:00am to 5:30pm daily, with additional evening, weekend and occasional holiday commitments as required.
- Uphold the highest standards of professionalism, integrity and confidentiality.
- Work collaboratively with the SLT to ensure strategic priorities are fully integrated across the school.
- Undertake additional duties as assigned by the Head that are reasonable and aligned with the purpose of the role.



Deputy Head (Operational & Organisational Development) - Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Evidence of continued professional development relevant to senior leadership. 	<ul style="list-style-type: none"> • Additional qualifications in leadership, organisational development, digital strategy or systems management. • Training in project management, change management or digital transformation. 	Applicant's Certificates
Experience	<ul style="list-style-type: none"> • Proven record as an excellent classroom practitioner. • Experience leading whole school or substantial area initiatives. • Experience supporting, mentoring or developing colleagues. • Experience working effectively with parents and external professionals. • Experience contributing to school improvement, evaluation or strategic development. 	<ul style="list-style-type: none"> • Experience designing or managing whole school timetables. • Experience coordinating daily cover, supply teachers or rota-based staffing systems. • Experience overseeing duty rotas, rooming or operational supervision structures. • Experience coordinating largescale school events. • Experience leading digital strategy, MIS development or systems integration. • Experience designing or leading whole school CPD. • Experience managing compliance processes or operational risk. • Experience supporting ECTs or mentoring emerging leaders. • Experience with data protection, GDPR compliance or DPO responsibilities. 	Application Form Interview Professional References

	Essential	Desirable	Method of Assessment
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of pupils. • Understanding of child protection procedures and safer-recruitment expectations. • Ability to maintain confidentiality and exercise sound professional judgement. • Willingness to undertake DSL/DDSL training if required. 		Applicant's Certificates
Skills	<ul style="list-style-type: none"> • Strong leadership skills with the ability to motivate, inspire and hold colleagues to high standards. • Excellent communication skills (written and spoken). • Strong organisational skills with the ability to manage multiple priorities. • Ability to analyse and use data to inform decision-making. • Ability to problem-solve, mediate, and manage conflict sensitively and effectively. • Ability to work collaboratively as part of a senior team. 	<ul style="list-style-type: none"> • Ability to lead change management and organisational development. • High proficiency with cloud-based tools, MIS platforms and workflow systems. • Ability to analyse operational data and use insights to inform strategic planning. • Strong project management skills and the ability to implement long term solutions. 	Application Form Interview Professional References

	Essential	Desirable	Method of Assessment
Knowledge	<ul style="list-style-type: none"> • Strong understanding of curriculum, pedagogy and assessment for primary/prep pupils. • Up-to-date knowledge of national education developments and research-informed practice. • Understanding of inclusion, wellbeing and pastoral development. • Strong understanding of safeguarding principles and statutory responsibilities. 	<ul style="list-style-type: none"> • Strong understanding of digital systems that support school operations. • Confidence with systems such as ISAMS, CPOMS, Seesaw, School Cloud, Socs, Medical Tracker, MSP and Toddle. 	Applicant's Certificates
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Warm, nurturing and approachable. • Emotionally intelligent and reflective. • High levels of integrity, credibility and professionalism. • Positive attitude, resilience and calmness under pressure. • Ability to build excellent relationships with pupils, staff and families. • Commitment to equality, diversity and inclusion. • Alignment with the school's ethos, values and aspirations. 		





Senior Leadership Team

Senior Leadership Team

Our dedicated and highly experienced Senior Leadership Team works in close partnership with the Head Master to translate the School's vision and strategic priorities into meaningful practice across all areas of school life. United by a shared commitment to excellence, the team provides clear, values-driven leadership that supports staff, inspires pupils, and sustains high standards. With pupils firmly at the heart of every decision, we are unwavering in our focus on their academic progress, personal development, and wellbeing. This collective approach ensures that Taylors' continues to thrive as an ambitious, forward-thinking school and remains an exceptional place to learn, work, and grow.

Together, the Senior Leadership Team drives the continual development of the School's culture, ethos, and educational provision. By fostering collaboration, innovation, and professional growth across all departments, the team ensures that policies, practices, and initiatives reflect the School's core values and ambitions. Through a combination of strategic oversight and practical leadership, the team creates an environment where pupils flourish, staff are empowered, and Taylors' maintains its reputation for excellence and distinction in education.



Benefits

Professional Development Opportunities

The School offers an extensive induction programme for all new staff and encourages ongoing development through generous INSET provision. Funding for essential training and career progression is provided to help you excel in your role.

Generous Pension & Financial Support

The School offers membership to a Defined Contribution (DC) pension scheme through the Aviva Pension Trust for Independent Schools (APTIS). Additional financial support for scheme members includes life assurance, offering four times your salary in the event of death, and income protection for long-term illness or injury.

Health & Wellbeing

Your wellbeing is a priority, with access to on-site School Nurse, and counselling services/Employee Assistance Program (EAP). We also offer free access to our extensive leisure and sporting facilities, including a gym, swimming pool, and parkland.

Work-Life Balance & Family Benefits

Enjoy longer holidays than the maintained sector, along with free lunch and refreshments during term time. Fee concessions are available for the children of members of our teaching departments subject to entry requirements. Additional lifestyle perks include cycle schemes, parking, and discounts.



Applications

Please apply by downloading our application form from the school's website www.mtpn.org.uk and either email to recruitment@mtpn.org.uk or send by post to:

Mr Miles Chester, Head
Merchant Taylors' Prep
Moor Farm
Sandy Lodge Road
Rickmansworth
Hertfordshire
WD3 1LW

Closing date for applications: 6 March 2026, 8AM

Interviews to be held w/c 9 March 2026

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



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Tel: 01923 825648

Email: office@mtpn.org.uk

www.mtpn.org.uk

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Transparency Notice, which can be found on the Policies page of the School Website