



Braeburn Schools
Summum Appeto

Job Description – Chief Operations Officer

Job Title:	Chief Operations Officer
Department:	Operations
Reports to:	Chief Executive Officer
Supervises:	Directly: Company Procurement Manager Company Fleet Manager Company Catering Manager Braeburn Services General Manager Theatre Service Manager
	Functional (Dotted Line): Campus Operations Managers

Revision Date: January 2026

Purpose

The Chief Operations Officer will be responsible for driving smooth day to day operations to guarantee operational excellence within the Company through establishing and enforcing efficient operational strategies, processes, and procedures. The role drives Company results from an operational perspective and has oversight of and accountability for the operations in areas of Transport, Procurement, Catering, Technical and Operations and Braeburn Services.

Key Duties/ Responsibilities

1. Provide strategic guidance, leadership and management of the company operations and facilities. Take a major role in helping to formulate and promote the strategic operations direction of Braeburn Schools Limited and future expansion of the company.
2. Build and develop relationships with all stakeholders for increased efficiency and effective responsiveness into existing operations and help to define new strategies and policies. Forge and manage strategic partnerships and relationships.
3. Develop operational strategies and plans that respond to the business plan and support the achievement of business targets.
4. Ascertain that all aspects of the company's operations and facilities are monitored and evaluated to ensure standards are complied with.
5. Create awareness of operational best practice, policies and procedures and encourage networking and collaboration between the schools in the company.

6. Direct, motivate and develop the company support management teams to ensure the efficient day to day provision of support services for the company and develop operational systems as appropriate.
7. Oversee the Company Procurement Manager, Company Fleet Manager, Company Catering Manager, Braeburn Service General Manager and Theatre Service Manager and liaise with other members of the senior management team, to ensure that all aspects of the group operate efficiently and successfully and that schools receive the support their require to deliver excellent education.
8. Liaise and work in tandem with the Chief Financial Officer to ensure proper oversight of the annual operating budgets, seeking out efficiency, sustainability and implementing cost-savings where appropriate across the group.
9. Oversee the Braeburn Services activities, ensuring that set goals and targets are achieved.
10. Prepare reports to the Chief Executive Officer about the company's operations, as well as about the plans for any upcoming adjustments or developments to business operations strategy.
11. Taking into consideration the company's long-term development plans and operational efficiencies, continually evaluate the infrastructure, identify gaps and propose projects aimed at enabling the company to take advantage of business opportunities, improve efficiencies, reduce costs and maintain brand positioning.

Key Outputs/Deliverables

- i. Drive operational effectiveness.
- ii. Business continuity planning.
- iii. Maintain an incredibly efficient and highly organised environment
- iv. Business performance management and monitoring.
- v. Build and maintain stakeholder trust and relationships.
- vi. People & team management; lead highly engaged operations team that meet the desired performance standards.

Qualifications and Educational Requirements

- Bachelor's degree in business or related field
- Masters degree in business management, operations management, or other related field.
- Leadership/management training

Knowledge, Experience and Competencies

- At least ten (10) years' experience, five (5) of which must be in a senior business leadership level.
- Proven experience organizing and directing multiple teams and departments.
- Experience with budget management.
- Proven success in a project coordination role.
- Experience planning and leading strategic initiatives.
- Ability to provide cross functional consultation based on corporate vision and strategy.

- Strong analytical skills and a strategic thinker with ability to conceptualize downstream impact of key decisions. Understanding of the Company's strategic direction and industry forces and trends that shape that direction.
- Ability to communicate effectively at all levels, particularly with senior management and engage diverse audiences to influence strategic alignment.
- Leadership and decision-making skills.
- A relationship manager with strong interpersonal and communication skills.
- Highest level of personal and professional integrity.