

The International School of Zug and Luzern (ISZL) is a large non-profit, independent co-educational day school from Early Years 1 to Grade 12. ISZL serves over 1'250 students from 64 different nationalities with 330 staff members serving the international community of Central Switzerland across two campuses located in Gemeinde Baar & Gemeinde Huenenberg.

ISZL is currently seeking to hire a **Head of Operations**

Overview

The Head of Operations is a versatile and team-oriented individual with abilities and experience across operations, facilities, finance, analysis, strategy, and project management. The Head of Operations will have a whole-school focus with leadership responsibilities and will work closely in support of and report directly to the School Director.

Areas of responsibility

Leadership

- Prepare analyses, reports, presentations, policies, and procedures that are informed by institutional benchmarking and result in data-driven decision making, particularly regarding finances and facilities projects
- Ensure alignment of school-wide operations, policies, and procedures across campuses
- Lead an operational team to ensure the smooth operation of the school's campuses
- Work in close conjunction with and support of the Director, in addition to the Business Director and the Heads of Campus

Facilities and Operational Management

- Responsible for overseeing facility management (including Chalet in Wengen), logistics, procurement of supplies, inventory management, catering, buses, and service contracts
- Supervise and coordinate all facility planning, maintenance, repairs and renovations
- Support the Director with ongoing and future facilities development projects

Security, Health, and Safety

- Ensure the highest level of safety and security for students, staff, visitors and facilities
- Review and document all health and safety policies and regularly practice safety procedures with all staff and students

Operational Systems, Policies, and Procedures

- Develop, implement, and review operational policies and procedures, goals, and strategic objectives
- Maximize operational efficiency, including site level budget with potential cost savings
- Review performance data, including financial and activity reports, to measure productivity and goal achievement
- Ensure compliance with Swiss requirements and regulations.

Preferred Qualifications and Experiences

We are seeking candidates with administrative experience who demonstrate strong organizational and communication skills, attention to detail, and a results-driven mindset. Candidates should have experience taking initiative, be able to work well with others, and manage multiple priorities in a dynamic, fast-paced work environment.

- Fluent Swiss German & English speaker with excellent writing skills in German & English (i.e. ability to translate in both languages)
- Experience in conducting analyses and preparing reports and presentations
- Strong operational experience in senior management and leadership,
- Experience working in an international, social-responsible environment
- Experience in finance and budgeting, including profit and loss, balance sheet and cash-flow management.

- Excellent people skills with an ability to collaborate with a dynamic leadership team
- Experience in leading facility development projects
- Experience in the use of management information systems and with data privacy practices
- Previous experience in an educational setting

Terms and Conditions of Appointment:

- Salary and benefits for this post are competitive, and will be commensurate with the responsibilities of the position and based upon qualifications and experience
- The Head of Operations will report directly to the school's Director
- The start date for the position is effective immediately or as soon as the candidate is available to begin working

Application Process:

- Interested applicants are asked to email a resume and letter of interest to employment@iszl.ch with a subject heading of "Head of Operations".
- Applications will continue to be accepted until the position has been filled.