



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • RIVERSIDE

Shrewsbury International School Bangkok, Riverside

Job Opportunity

Position / Job Director of Business Services

Specification:

Department: Administration

General: Shrewsbury International School Bangkok is one of South East Asia's outstanding international schools, with two campuses in Bangkok; Riverside and City Campus. The Riverside campus currently enrolls 1,750 students from Early Years to Sixth Form. City Campus is a junior school with students from Early Years to Year 6. Riverside is set to expand its senior school commencing September 2021 to which graduates from City Campus will progress.

The school's Riverside campus enjoys spectacular setting on the banks of the Chao Phraya River in the heart of Bangkok. The teaching environments are spacious, fully equipped and dramatic. There is ready access by road and boat, which provides an easy and quick link to Bangkok's Skytrain and the city centre. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a worldclass educational partnership.

As part of a dynamic and ambitious community, all staff demonstrate an outstanding level of professionalism and dedication. In return, they can expect all the benefits of working and living in one of the most exciting cities in the world, which is itself the gateway to experiences and cultures to be enjoyed around Asia.

Description of the position: As a member of the Senior Management Team and the executive committee, the Director of Business Services at Riverside works closely with the Principal to ensure the school runs smoothly.

In particular the Director of Business Services has the following responsibilities;

Operations and Administrations

- Ensure the operations and support functions (including catering, transport, maintenance, cleaning and security, reception and school shop) work effectively
- Oversee the procurement function and ensure procedures in respect of value for money, competitive quotes and delivery are consistently adopted
- Coordinate operational and administrative support across the school
- Ensure the school operates health and safety best practices
- Apply and enhance standard operating procedures for support functions ensuring synergies and the efficient use of resources

Finance

- Work closely with the School Manager to ensure financial controls are applied consistently and effectively across the school
- Oversee presentation of financial statements and prepare financial budgets, forecasting and modelling
- Play a key role in managing accounts receivables

Human Resources

- Support and co-ordinate the recruitment of all non-academic staff with departments
- Work closely with the Principal and SIA to ensure compliance with school human resources policies, ensuring that all staff recruitment, hiring, leaving staff, and changes to positions are documented and approved

Information Technology

- Plan and manage the procurement and budget of all IT equipment in conjunction with the Principal and the Director of IT

Project Management

- Work in conjunction with the Principal and SIA to achieve the strategic objectives of the school
- Oversee non-academic projects at the school including capital and systems projects

Board of Governors

- Act as board secretary and take the lead in preparing papers for governor's meetings.

Reporting Relationship: The Director of Business Services will report to the Principal at Riverside with a dotted line to Shrewsbury International Asia.

Professional Qualifications: The candidate demonstrates great commercial and business awareness with strong relationship building skills. This role requires a strong communicator with interpersonal skills who is hands-on and unafraid to take decisions, as well as someone that has an analytical and proactive approach that will be able to think and act under pressure. An entrepreneurial mindset will be a great asset, as will excellent problem-solving skills and the ability to demonstrate flexibility and understanding in the nuances of Asian cultures. The candidate works with integrity and acts as a role model by setting strategy, vision and direction. S/he sees both the big picture as well as getting involved in the details required to achieve goals.

The candidate sets clear direction, prioritises effectively and organises resources in a time efficient manner. Tasks and projects are assigned appropriately and team members are given constructive support and feedback to ensure competence and knowledge is developed. Dealing with ambiguity and simplifying complexity is in his/her nature, all while motivating and integrating well with the entire team.

The candidate is a reliable, pro-active team-player comfortable with working to timelines. S/he possesses an attention to detail, is resourceful and adept at managing multiple tasks in a fast moving school environment. S/he has a collaborative management style and employs tact and calmness in achieving objectives.

Personal
Attributes:

Always questioning the status quo and challenging complacency, the candidate is detail oriented and organised while approaching tasks in a methodical way. Whilst performing tasks accurately and thoroughly, s/he shows initiative in a proactive manner, identifying problems and driving processes to achieve results. S/he must be educated to degree level, be versatile, patient and enjoy leaving the office desk. Being creative, while possessing a healthy sense of humour and charm will complement the candidate's professional skills.

The right candidate is already working in the education sector, is part of a non-profit organisation or is familiar with running hotel operations, managing departments that are structured similarly to those of an international school.

Shrewsbury International School Bangkok is committed to promoting and safeguarding the welfare of children and will carry out background checks on the successful candidate to assess their suitability to work in a school.

Compensation:

Shrewsbury provides a competitive package and benefits for the right candidate, including relocation and visa sponsorship (if applicable). Schooling for children is also provided for up to two children at the school with up to 100% tuition fee remission. Annual flight allowance will be provided, with worldwide medical cover to the family members.

Child
Safeguarding:

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes;
- promote and safeguard the welfare of all students in the school;

- report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy;
- keep professional relationships with students where personal boundaries are respected and maintained;
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity (Driving License / Passport/National ID card).
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

If you are keen to apply for the position please send a letter of application together with your CV (with contact details of referees) to the e-mail address below. Closing date is 8th January 2021.

Haydn Lam

Email: hlan@hvs.com

www.hvs.com/services/executive-search