



British
International School
Riyadh



APPOINTMENT OF A

CHIEF OPERATING OFFICER



AMERICAS ASIA PACIFIC EMEA





CONTENTS

- 03 EXECUTIVE SUMMARY
- 04 AN INTRODUCTION TO THE BRITISH INTERNATIONAL SCHOOL RIYADH
- 06 CAMPUSES
- 07 GOVERNANCE AND LEADERSHIP
- 08 ROLE DESCRIPTION
- 10 PERSON SPECIFICATION
- 11 LIVING AND WORKING IN RIYADH
- 12 TERMS OF APPOINTMENT & APPOINTMENT PROCESS AND HOW TO APPLY





EXECUTIVE SUMMARY

The British International School Riyadh (BISR) is a vibrant learning community in the heart of the Arabian Desert offering an outstanding education to 1,800 students comprised of more than 50 nationalities aged 3 -18. A forward-thinking not-for-profit school, BISR employs the best of British education greatly enriched by its local and international context.

With the appointment of Helen Olds as Principal in 2019, BISR is now looking to the next phase of its development with ambition. This academic year the School has expanded with the introduction of three new campuses and the new Chief Operating Officer (COO) will play a key strategic leadership role in supporting BISR's continued growth.

The appointed candidate will bring substantial generalist leadership and management experience with a track record of success in managing complex, multi-disciplinary and sizeable school support functions. An accomplished strategic leader, the new COO will possess the interpersonal skills to contribute as an integral part of BISR's Leadership Team and the intercultural awareness to operate effectively in the Saudi context. High levels of emotional intelligence, a strong personal ethos of service, and a collaborative, team-orientated leadership style are all essential. Existing school Bursar experience is not a pre-requisite. Applications are encouraged from candidates with commercial, charitable, private-sector and public-sector backgrounds.



AN INTRODUCTION TO THE BRITISH INTERNATIONAL SCHOOL RIYADH

OUR VISION

To be an outstanding British international school, providing world-class learning experiences, in a nurturing environment, where students excel, flourish and develop as positive global citizens.



Our Vision is lived through our school motto – REACH.

- **RESPECT** - We value ourselves and each other as unique members of a diverse community, developing as positive global citizens who respect the culture and identity of all. We demonstrate respect for ourselves, each other and our environment by acting with kindness and fairness; confidence and humility; consideration and gratitude.

- **EXCELLENCE** - We strive to be the best versions of ourselves in everything we do, approaching our learning with open-minds, creativity, diligence and zest. We work to make our school, wider community and world a better place.
- **ACCOUNTABILITY** - We accept responsibility for our own choices and actions. We understand that mistakes are positive parts of learning. We reflect on things we do well, areas for development and any mistakes we make, using this to help us improve further.
- **CHALLENGE** - We understand that challenge is a key part of learning, teaching us resilience and perseverance, improving our capacity to bounce back from adversity. We step out of our comfort zone, take appropriate risks and explore new things in order to improve.
- **HAPPINESS** - We look after ourselves and others, learning to manage our emotions and self-regulate. We understand the importance of a healthy and balanced lifestyle, having fun, and finding time to do things we enjoy.

AN INTRODUCTION TO THE BRITISH INTERNATIONAL SCHOOL RIYADH

OUR MISSION

To REACH and maintain the standard of being an outstanding British international School.

As a community we work together, with teachers, support staff, parents and carers acting as role models, helping our students as we all commit to REACH.

• RESPECT

- Promote the values of respect, honesty, compassion and kindness.
- Promote Interculturalism by celebrating individual, group, national and cultural diversity, whilst embracing our shared human identity.

• EXCELLENCE

- Have high expectations for our students, supporting them to make excellent progress.
- Explore issues from a range of different perspectives, recognising that there may not be a single way to make our world a fairer, more sustainable and peaceful place.

• ACCOUNTABILITY

- Encourage students to take ownership of their learning and develop as life-long learners.
- Challenge our students to make ethical and informed decisions, acting with integrity in all they do.
- Provide students with leadership experiences, as well as the opportunity to develop skills such as questioning, critical thinking, creativity, independence and collaboration.

• CHALLENGE

- Provide learning experiences that are authentic, challenging, personalised and enjoyable, where students are encouraged and supported with their learning.
- Encourage our students to reflect on their place in the world, to empathise with others and to consider ways they can positively contribute.

• HAPPINESS

- Create a nurturing, inclusive and supportive learning environment.
- Champion living a healthy and balanced lifestyle, helping students achieve this through sleep, diet and exercise; via extra-curricular activities; through participation in service learning activities; by connecting with nature; and through residential programmes.
- Ensure Intercultural learning and development of students as positive global citizens is at the heart of all we do.





CAMPUSES

BISR comprises five campuses. Three are based within the city of Riyadh (Al Hamra, Salwa and the Diplomatic Quarter) and two others are a short flight away (Taif and Tabuk).

The Al Hamra campus is home to 1,350 students aged 3 to 18 and Salwa campus caters for 150 primary students aged 3 to 11. A major facilities redevelopment for Al Hamra is in the early planning phase and the new COO will play an integral role in project managing the works.

This academic year, BISR has expanded with a new campus in Riyadh's prestigious Diplomatic Quarter and two smaller campuses in Taif and Tabuk. The DQ campus provides education for 200 primary school students aged 3 to 11 with plans to grow into the secondary phase in future years. The Tabuk and Taif campuses support learning for 60 and 30 students respectively. The COO will support the strategic embedding of these new campuses into BISR, further developing cohesive systems and structures for the support function to cater effectively to the needs of a large, multi-site organisation.



GOVERNANCE AND LEADERSHIP

GOVERNANCE

BISR is a not-for-profit school. All revenue from school fees is devoted to student learning, including the hiring of teachers and support staff, purchase of educational resources, and the development of campus facilities/learning spaces.

The School is administered by a Board of Governors. The Governing Constitution stipulates that there shall be no less than five and no more than twelve Governors, and that there are three appointed Governors representing the British Embassy, SABB and Alawwal Bank. The Board of Governors elects its own Chair and Vice Chair. Other Board members are appointed by Board invitation and serve without remuneration.

In partnership with the School's Principal, the Board is responsible for finance, staffing, premises, enrolment, safeguarding, commissioning regular independent inspections, and ensuring that the School operates in accordance with relevant regulations in Saudi Arabia.

The Chief Operating Officer will act as Clerk to the Board of Governors.

LEADERSHIP

The Chief Operating Officer reports directly to the Principal, and is accountable to the Board of Governors, and is a key member of the Leadership Team which comprises:

- Principal
- Head of the Al Hamra Senior School
- Head of the Al Hamra Primary School
- Executive Head of the Salwa, Taif and Tabuk Campuses
- Head of the DQ Campus

The Chief Operating Officer will lead and line manage a team, which includes the following areas:

- Finance
- HR, Transport and Liaison
- Facilities
- Health, Safety and Security
- ICT and Data
- Marketing and Admissions



ROLE DESCRIPTION

BISR seeks to appoint a Chief Operating Officer who will be accountable to the Principal in the operational management of the School and the Board of Governors in their strategic objectives. The Chief Operating Officer is fully responsible for the strategic planning of all non-teaching support services and ensuring that BISR's resources are efficiently, ethically and effectively used.

BISR is entering an exciting new stage in its transformation and development under the leadership of Helen Olds, Principal. The new COO will have the opportunity to play a pivotal role in this, working as part of a successful Leadership Team and developing a high-performing culture in the non-teaching team to support this.

The COO will ensure that the School's financial position is maintained and strengthened by virtue of detailed and meticulous planning, budgetary discipline and focussed communication with all stakeholders. Strong financial planning is critical at the current time as the school seeks to develop and enhance its learning facilities.

The role of the Governors and the Leadership Team is to future-proof the School, building on its current positive trajectory, and the COO will play a leading role in enhancing existing capability and equipping the people and the BISR institution to do that.

In addition, a particular focus of the role will be on maintaining and driving increasing levels of professionalism and efficiency across the School.

The COO will have a critical role in ensuring that positive relationships are maintained with the Saudi Arabian Ministries and authorities, and our landlords.

ROLE DESCRIPTION

KEY RESPONSIBILITIES

In greater detail, the COO's responsibilities will include:

STRATEGIC LEADERSHIP

- To partner with the Principal and the School's Governors to shape and implement the School's current strategic plan.
- To play a lead role in future proofing BISR, ensuring the School is able to continue on an ambitious upward trajectory, responding to challenges and seizing opportunities at a local, national and international level.
- To review, lead and continuously improve the School's financial, operational and risk management strategy, ensuring a cohesive approach to this across the five campuses.
- To contribute more widely as a member of the Leadership Team to the longer-term educational aims of the School, working in a way which is collaborative and informed by a strong sense of service.
- To support the Principal and Board of Governors in the realisation of their ambitious facilities development plans.

STAFF LEADERSHIP AND MANAGEMENT

- To provide leadership to the COO's direct reports and further developing the strategic capabilities within the team.
- To manage the necessary recruitment, performance management and development of all staff within the COO's areas of responsibility and the wider support staff, embedding an ethos of supporting the School's educational aims; and ensuring all team members are supported and challenged to deliver their remit to the highest standards.

OPERATIONAL LEADERSHIP

- To manage the development and implementation of all operational and functional strategic plans in alignment with the overall BISR School Strategic Plan.
- To oversee all aspects of the School's financial management, including financial reporting, budgeting, cash flow, long term financial planning and estate development.
- To ensure the highest standards of risk management at BISR.
- To ensure that the School is at all times fully compliant with relevant financial, health and safety, employment and other legislation and regulations, and has adequate insurance policies in place.
- To work with the Principal and Head of HR to act as the Principal's advisor on any relevant staff matters.





PERSON SPECIFICATION

The successful candidate will be a highly skilled individual with a proven track record of success in managing finance, people and resources in a large, complex setting.

A collaborative team player, the new Chief Operating Officer will deliver change through outstanding leadership and engagement of others, playing a key role in positioning BISR to continue its success for generations to come.

The School seeks an individual with the following qualifications, experience, skills, knowledge and personal attributes.

EXPERIENCE

- Education to degree level or equivalent.
- A proven capacity to contribute strategically to the wider development of an organisation while retaining a strong grasp of operational detail.
- A strong track record of managing a range of support services to a high standard.
- Extensive people leadership experience, including the recruitment and development of multi-disciplinary teams.

KNOWLEDGE AND SKILLS

- Strong financial literacy with first class analytical skills and the ability to develop long-term financial plans.
- Highly developed interpersonal and communication skills.
- An understanding of the Chief Operating Officer role as a strategic partner to the Principal and Governors.

- Strong change management, project and operational management skills.
- An appreciation of the paramount importance of safeguarding in schools*.

PERSONAL ATTRIBUTES

- Comfort operating in a high-performing, challenging environment, and the willingness to be creative in ensuring its ongoing success.
- The ability to lead by example, empower others and command respect.
- A flexible, visible and solution-focused approach, combined with a keen eye for detail and the ability to manage a significant and varied workload.
- A strong team player with a deep sense of service and naturally collegial leadership style.
- An accomplished communicator at all levels, able to balance robustness with discussion and diplomacy, and able to manage sometimes conflicting priorities.
- A clear resonance with BISR as an educational environment and not-for-profit organisation, as well as a genuine identification with its vision and mission.

* SAFEGUARDING

The successful candidate will need to complete all of BISR's Safer Recruitment background and clearance checks prior to commencing the role.



LIVING AND WORKING IN RIYADH

Saudi Arabia is a unique, beautiful and fast changing country, where the reality of living and working is often in stark contrast to the negative perception portrayed in the West. Compound living, lifestyle, a generous tax-free salary, opportunities to travel, quality of life and a safe environment for children are some of the many 'pull' factors attracting people to BISR and Riyadh. These same factors also encourage staff to stay for multiple contracts, in many cases for five or more years.

Saudi Arabia is a land of wonder and immense variety. Visitors can spend time in the many modern shopping malls of the big cities, all of which offer the latest goods from all the recognised names; or they can experience and explore the stillness and serenity of the Rub al Khali, the largest sand desert in the world. In between these extremes, there is history, Arab culture, volcanoes, souks, the Red Sea and the Persian Gulf and much, much more.

Riyadh itself is a rapidly growing city with a population of close to 5.2 million. There is a large expatriate population which forms a part of this. There are many sporting clubs, off-road driving clubs, drama, music and a whole variety of leisure/pastime pursuits. Compound living offers a vast array of facilities including swimming pools, tennis and squash, large gymnasiums, restaurants, coffee shops and shops and it is an extremely safe environment for children with many organised sporting and play activities for them.

Since the introduction of e-visas for tourists in late 2019, it is easier than ever for friends and family to visit you in Saudi Arabia and together you can explore this wonderful country. The Kingdom is rapidly changing with more events and activities taking place. Recent events have included a stage of the Dhakar Rally, Formula E, Cirque du Soleil, International Boxing and concerts. For the first time in 2019, Riyadh hosted its own version of Winter Wonderland, with events, rides and fun for the whole family.

Please visit the school's website www.bisr.com.sa, where you will find a wealth of interesting information about the school, along with facts and feedback about living in Saudi Arabia, including recent staff testimonials and links to external websites that highlight some of the amazing things to see and do in the Kingdom of Saudi Arabia.

TERMS OF APPOINTMENT

The COO will receive a generous remuneration package commensurate with the importance of the role and experience of the successful candidate. Accommodation, fee remission and other benefits will be provided as part of the package.



APPOINTMENT PROCESS AND HOW TO APPLY

BISR is partnering with the executive search firm Perrett Laver. Perrett Laver will support the School in identifying a wide and diverse field of suitable candidates and will assist in the assessment of candidates against the requirements for the role.

Candidates should submit a full Curriculum Vitae (including comprehensive details of key achievements and responsibilities) and a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to Angus Spratling at angus.spratling@perrettlaver.com. The closing date for applications is **Thursday 21 January 2021**.

The longlist of candidates will be determined in the week commencing 25 January 2021 and longlisted candidates will be invited to interview with Perrett Laver during the weeks commencing 1, 8 and 15 February 2021.

The shortlist of candidates will be selected early in the week commencing 22 February 2021 and shortlisted candidates will be invited to first round interviews later in the week commencing 22 February. Successful candidates will be invited for final interview in the week commencing 1 March 2021.

BISR believes very strongly in the role of the School in safeguarding children and young people. All staff, whatever their role in the school, will be required to undergo rigorous background checks before commencing employment.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website:

www.perrettlaver.com/information/privacy/