

## **Chief Operating Officer/Bursar**

*Lycée International de Londres is an independent school providing an outstanding education in a bilingual environment. The School offers two programmes leading either to the French or International Baccalaureate qualification. It opened its doors in Wembley in September 2015 and has now grown to over 800 pupils. The Lycée offers state-of-the-art facilities and learning tools where the highest levels of learning and teaching create an exceptional school environment.*

**A highly competitive salary (+ benefits) is offered | London | April 2023**

The Lycée invites applications for the senior post of Chief Operating Officer (COO) to lead on non-academic management of the School. The COO is responsible for the School's financial strategy and control as well as management of Operations, Facilities and Capital Projects. He/she will ensure that the School maintains its secure business and commercial standing and complies with all Health and Safety requirements.

Reporting to the Head, the successful candidate will be an experienced leader and manager with senior level experience in financial management and preferably some experience in operations and buildings and estates management. Strong applications will demonstrate an interest in working in a diverse international environment, open-mindedness and excellent communication skills. The capacity and the will to promote innovation in all aspects of the school are essential.

The COO will be integral to developing and implementing the School's strategy and enabling it to realise its ambition over the next 5-10 years. A core priority for the school is to continue to immerse itself into the life of the community, acting as a major supporter of the local area. Leading the non-teaching/administrative staff the COO will support the school's pedagogical goals by providing the best infrastructure quality and the most efficient administrative procedures. The COO will be a member of the Senior Management Team. The Head and the Board are keen to attract candidates who have the vision and drive to support the best and most modern approaches to teaching and learning.

For further information on this post visit [www.aspirance.co.uk](http://www.aspirance.co.uk) . For an initial discussion or to request a Candidate Information pack please contact Adrian Brett at [adrian@aspirance.co.uk](mailto:adrian@aspirance.co.uk) or phone 07787 350110.

**Closing Date for applications: Monday 3<sup>rd</sup> October 2022**

**Panel interviews: Tuesday 8<sup>th</sup> November 2022 (tbc) and Thursday 17 November 2022 (tbc)**

For more information about the Lycée visit [www.lyceeinternational.london](http://www.lyceeinternational.london)

Lycée International de Londres Winston Churchill is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Lycée International de Londres Winston Churchill is an equal opportunities employer