

Come help our community to

Inquire,
Inspire &
Impact!

Nagoya
International
School

**Director of
Business and
Operations**
**Candidate
Information**



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Welcome to NIS!

Thank you for your interest in joining our learning community here at Nagoya International School.

You will find at NIS a community committed to delivering the best in internationally-minded, holistic, and inclusive education for each of the students we serve. Hailing from over 30 countries and speaking 30 home-languages and taught by a well-qualified and dedicated teaching team recruited from across the globe, our classrooms, clubs, and corridors are filled with our mission to create opportunities for our students to inquire, inspire, and have an impact!

You will be joining NIS at an exciting time. We exit the COVID years with renewed energy and purpose. Our five-year budget framework announced to the community in March sets us on a pathway for strategic innovation and growth and as Director of Business and Operations, you will play a key role in making this a reality. There are exciting opportunities ahead in terms of the development of our campus infrastructure, our program offerings, and our value proposition to parents and staff. We seek a strategic thinker and innovator able to help support this important chapter of growth in our school.

As the Director of Business and Operations, you will play a pivotal role in the school's senior leadership team as well as work with me, as Head of School, alongside our supportive Board of Directors as we strive to deliver on the promise of the mission to the school of today while, at the same time, embedding the strategies necessary to deliver on the school of tomorrow.

NIS has been serving the needs of international families in Nagoya for 60 years and in that time we have so much to be proud of and celebrate. Yet it feels very much as though we are on the cusp of another new and exciting chapter - a chapter in which our Director of Business and Operations will be a key author!

We look forward to receiving your application and having conversations with you about how you can contribute to our story!

Matthew Parr
Head of School





About NIS

Our Community

The dream in 1964 of a place in Nagoya where children can learn within an English-language curriculum has grown into a vibrant and inclusive community that inspires and empowers children aged 3-18 to think creatively and critically, pursue lifelong learning, and contribute positively to the global community.

Our curriculum, which is taught through the medium of English, is truly international and framed by the programs of the IB. NIS is fully accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS).

As a non-profit entity, NIS is governed by a self-perpetuating volunteer Board of Directors and Trustees who provide strategic and generative governance and fiduciary oversight. NIS enjoys the support of the wider city and prefecture, and is an active member of the American Chamber of Commerce in Japan, the Chubu Economic Federation, the Japan Council of International Schools, and the East Asian Regional Council of Schools (EARCOS).

Our diverse student body includes families from around the world, locally-based internationally-minded families as well as those on short-term overseas work placements in Nagoya's aerospace, automotive and engineering industries. Our students pursue higher education globally, and we take pride in celebrating their achievements, whether it is matriculation to top universities worldwide or pursuing alternative pathways, following their passions using the skills and confidence gained at NIS.

Our Location

NIS is located in the Moriyama ward of Nagoya, a spacious suburb of Japan's third-largest metropolitan area. Parks and nature surround the school neighborhood, which also includes shops, restaurants, and community spaces that make the area a pleasant place in which to live. Central Nagoya, a city of 2.3 million people situated between Tokyo and Osaka on Japan's eastern coast, is a short train ride away and offers the best of Japanese modern and traditional urban experiences.

Our Campus

As a school serving students from early childhood to age 18, our 7.5-acre campus is the home of a community of learning. Our facilities include classrooms for all ages and subjects, specialist areas for sciences, the arts, design, and athletics, outdoor spaces and play areas, gardens, a well-stocked library, and a multi-purpose hall. Recognizing the importance of technology in learning, our campus is equipped with high-speed internet access and students bring their own devices daily. Numerous spaces exist for collaboration and community building.

The new Director of Business and Operations will join the school as we embark upon a new facilities master plan. The availability of land acquisition in the immediate vicinity is a new opportunity on which we wish to capitalize, and the scope and potential this new land offers for a reimagining of our campus to support the needs of our students is inspiring.

Our Governance

NIS is a non-profit school governed by a Board of Directors and Board of Trustees under the authority of Aichi Prefecture. The school's constitution and bylaws are approved by Aichi Prefecture Board of Education following guidelines established by the Japanese Ministry of Education for “gakko hojin” (educational foundations) such as NIS.

The Board of Directors consists of 5-11 volunteer members and two inspector auditors who meet monthly. Standing committees include Finance, Nominating and Development. A second upper governing Board of Trustees serves in an advisory role, meeting less frequently to provide opinions on the school's current condition and future direction.

The NIS Board is a self-perpetuating model and governs following the principles of Governance as Leadership. By operating flexibly across the modes of fiduciary, strategic and generative governance, the Board releases the school leadership team to deliver the mission through operational responsibility for the implementation and realization of strategy.

The Director of Business and Operations reports to the Head of School and joins board meetings in order to be a part of the conversation in shaping strategy as well as to support the Head of School in implementing the agreed strategies for the benefit of all NIS learners.

Our Leadership Structure

The Head of School is supported by the senior Administrative team which is inclusive of the Primary School Principal, Secondary School Principal, Director

of Admissions and Development, and the Director of Business and Operations. This team is tasked with the strategic direction and tactical implementation of the non-academic aspects of the school.

The Director of Business and Operations directly line manages the Human Resources Manager, Finance Manager and the Operations Manager, and together with the Academic Principals, the IT Coordinator. The Director of Business and Operations supports, mentors and manages the support staff across all offices, as well as having oversight of contracted staff.

Our Finance

NIS is emerging from the shadow of the pandemic and we are optimistic about our future financial picture. A pre-pandemic enrollment of 550 fell by almost 40% during the pandemic as expatriate employees left Japan not to be replaced at a time when borders were closed. However, enrollment is approaching 500 once again, and it is expected to rise even more within the next 12-24 months. At the same time, the Board of Directors has recently approved a progressive five-year budgetary framework that asks parents to support an elevated rate of tuition and fees capable of maintaining and enhancing the quality of an NIS education.

The school has sound financial practices. We maintain a debt-to-equity ratio that is within the permissible level under local accounting practices and sufficient reserves to cover at least four months of operating expenses. Cash Flow is strong and we look forward to a period of increased growth and investment in the NIS mission - something that the new Director of Business and Operations will be heavily involved in leading.



The Role:

Director of Business and Operations

This is an exciting opportunity for a highly motivated, energetic, dynamic, empathetic and hard working individual to join a passionate and committed team.

The Director of Business and Operations will lead the development and execution of a sustainability and growth strategy to meet the needs of current and future students at NIS.

This includes implementing financial strategies to sustain and enhance the school's value proposition.

- The Director of Business and Operations will build strong relationships across support staff teams to maximize organizational potential in alignment with the school's mission.
- They will demonstrate adept problem-solving, empathetic listening, decisive leadership, and a collaborative approach to teamwork.
- As a community school, the successful candidate will embrace their role as a part of the community and will enjoy preparing for and participating in community events just as much as they may enjoy looking at a balance sheet or studying an architectural plan!
- They will recognize the significance of a school's mission, history and community in shaping its value proposition and understand how this influences business planning and operations management.



- The DBO is ultimately accountable to the Head of School for all non-academic operations (with the exception of Admissions and Development) including Human Resources, Operations and Facilities, IT, Finance, Secretarial functions and all outsourced contracts (catering, cleaning, transport, etc).
- While the ability to engage in strategic finance to an advanced level is absolutely essential, it is also vital that the DBO is able to work with diverse multicultural and multilingual teams to form partnerships and develop a consistency in practice that enables the school to deliver on its mission for the students it serves.
- Candidates must be able to demonstrate an understanding of the values of international education and a commitment to NIS's mission and identity as an inclusive, diverse learning community. This means not only holding a personal interest in international education but also demonstrated personal behaviors that exemplify a commitment to the principles of equity and belonging and of the valuing of differences, as well as the innate ability to understand that it is possible for two people to see the same thing differently, and yet both be right.



Key Responsibilities

The responsibilities outlined in the following pages are not exhaustive but are indicative of the requirements of this significant and wide-ranging role.

Strategy

- **Collaborate with the Head of School to develop the long-term strategy to support the mission** and achieve the vision and aims of the school.
- **Work in partnership with the Head of School and Administration Team to implement the School Development Plan (SDP)**, particularly in respect to finance and support operations.
- **Lead business development of the school**, seizing opportunities in the local, national, and international markets to enhance the school's ability to deliver on its value proposition.
- **Participate in Board of Directors meetings**, ensuring the Head of School and Board have information necessary to analyze and implement strategic improvement in line with the mission.

Leadership & Management

- **Challenge, motivate, coach, and support staff school-wide** as an inspiring leader who leads by example.
- **Provide direct supervision, mentorship, support, and guidance to a team of three managers (HR, Finance, and Operations) and one Coordinator (IT)**, empowering them to reach their full potential and affect changes within their departments that benefit the school.
- **Articulate a convincing vision for how business and operations contribute towards the long-term realization of the school mission** and ensure that all support staff teams engage in mission-aligned practices that enhance the effectiveness of the overall school.
- **Utilize and develop the talents and abilities of a team of over 20 support staff at all levels**, holding individuals and teams accountable for their work while inspiring and celebrating their achievements.
- **Facilitate and foster strong working relationships with and between all staff** and create a strong customer focus, recognizing the significance of internal as well as external customers.
- **Create value and belonging among our contracted staff** (cleaners, bus drivers, caterers and IT) to inspire them as shared owners of the responsibility for mission delivery.

Finance *Working closely with the Finance Manager, the successful candidate will:*

- **Provide financial oversight of and direction on all financial matters**, advising the Head of School on all matters relating to financial strategy that are appropriate to ensure the long-term sustainability of the school.
- **Prepare monthly financial reports for the Head of School and Board Treasurer**, as well as specialized financial analysis reports (risks, stress test, scenarios, etc) as needed to support the development of strategy.
- **Adopt a ‘no surprises’ approach to financial communication**, ensuring that trends and variance from plans or budgets are communicated to appropriate stakeholders in a timely and transparent manner.
- **Oversee an inclusive ‘zero-budgeting’ process in which budget holders are key agents** in generating as well as spending their departmental budgets in ways that are aligned to strategy, and mission, and which create value.
- **Support the Head of School in recommending annual and medium-term tuition and fee strategies to the Board of Directors** by analyzing market trends, school investment needs and the ability of the community to sustain any requested increases.
- **Advise the Head of School in deliberations on, or negotiations concerning staff salary and benefit packages** and delivery systems.
- **Advise the Head of School on financial and business policy**, including investment management, payroll tax and benefits in kind, preparing feasibility studies for potential projects and operational change.
- **Ensure the statutory accounts and audit are completed** in an effective, efficient, and timely manner.
- **Ensure that a robust system of internal controls is in place and operates effectively**, including fraud prevention and internal auditing.
- **Ensure the invoicing and collection of income**, maintaining effective policy and fair but robust debtor management, meeting parents when necessary.
- **Support the Director of Admissions and Development with arrangements for fundraising and student scholarships.**
- **Support the Head of School and Finance Committee with sound advice** regarding debt management and medium/long-term borrowing.
- **Manage effective procurement arrangements** to include oversight of contracts and the smooth running of tendering processes.
- **Maintain and enhance the school's relationships with its external partners** - bank, lawyers, auditors, key corporate partners and insurers.



Human Resources

Working closely with the HR Manager, the successful candidate will:

- **Ensure high standards of practice concerning HR management**, such that each member of staff is treated with dignity and value, with their rights under the law and as an employee being honored at all times, and their voice heard for the betterment of the school.
- **Ensure an effective recruitment strategy is managed by the HR office** that aligns with the recommendations of the International Task Force on Child Protection, incorporates the voice of appropriate parties, and has the best chance of success in recruiting outstanding staff.
- **Ensure the school has an effective retention strategy** that ensures that staff feel valued, supported, connected, and adequately compensated for their services to NIS and its mission.
- **Ensure alignment of NIS employment practices with Japanese employment and labor law** so the school and its students and staff are protected, and so the school has the capability to deliver the mission.
- **Support the Head of School in deliberations with the Staff Advisory Council or others as necessary** to achieve outcomes that are in the best interests of our students, and of the staff community as a whole.
- **Work with our school legal team to ensure that contracts, the rules of employment, labor-management agreements and other official documentation is current, relevant, appropriate** and serves the best interests of the organization and all those who work within it.
- **Ensure for a system of staff appraisal that is developmental and growth-oriented**, yet which also allows for non-renewal or termination of contracts when appropriate and legally valid.
- **Ensure that job descriptions, organizational charts and other anchor documentation are up to date, appropriate, mission-aligned and effective** to understand and drive forward the organizational structure.

Health & Safety / Risk & Compliance

Working closely with the Operations Manager (and others) the successful candidate will:

- **Ensure statutory compliance in all areas of operations** and that the school continues to maintain alignment with the CIS standards for international accreditation.
- **Ensure that the school has appropriate arrangements in place, including policies, procedures, equipment, training and funding to ensure compliance with all health and safety regulations**, including all statutory testing.
- **Ensure effective oversight of the school's health and safety committees** - community health and safety, workplace health and safety, crisis management, child protection.
- **Promote a positive health and safety culture throughout the school and be a champion for policies that promote a safe environment** to include health and safety policies, child protection policies, safe recruitment policies and workplace harassment policies.
- **Maintain oversight of a comprehensive approach to risk management**, including financial, operational, reputational and health and safety risks.
- **Ensure that the Head of School is updated on any legislative changes** to statutory requirements that require the attention of the school and its Board of Directors.

Facilities & Operations

Working closely with the Operations Manager, the successful candidate will:

- **Ensure for high standards of management, maintenance, cleaning, and security** of the school's buildings and grounds.
- **Ensure the campus is a safe and secure environment in which to learn.**
- **Ensure that a rolling program for building maintenance and school facilities is planned, costed, and implemented** on time, on budget, and to the agreed quality.
- **Ensure that well-costed plans exist and are regularly updated for medium and long-range capital planning** such that the **Board** is able to plan for the sustainability and development of the school. Ensure that as and when these projects are actualized, they are properly tendered, managed, and delivered on budget and to the appropriate specifications
- **Ensure that all matters of compliance concerning the buildings and grounds are maintained to the levels required.**
- **Negotiate and manage all contracted services** - energy and utility, cleaning, catering, transportation, and any other such contracts as shall be necessary to support the wider operations of the school.
- **Ensure that access to and from school is well-managed and safe** for school vehicles, contracted NIS buses, parent and guest vehicles and pedestrians.
- **Ensure for strong documentation, in the form of operations manuals** to ensure that the operational functions of the school are streamlined, standardized, efficient and well-understood.

IT & Data Security

Working closely with the IT Coordinator (or the divisional principals), the successful candidate will:

- **Ensure for a robust digital learning environment** capable of supporting inquiry-based learning in line with our mission and guiding statements.
- **Ensure the school's hardware and infrastructure is robust and effective** and can support all academic and non-academic functions of the school.
- **Ensure that NIS data protection practices remain compliant with the Act on the Protection of Personal Information** and that our IT systems (as well as paper-based systems) support that compliance.

Safeguarding and Welfare of Children

NIS takes the protection of the children in its care as its primary responsibility. The Director of Business and Operations will:

- **Adhere to, promote and support the school's child protection policy and procedures**
- **Put student safety at the heart of all decision making**, above all other factors
- **Ensure that all support staff and contracted staff are trained in, and held accountable to, the schools child protection policies** with the support of the operations manager

Position Specifications

Qualifications

- **Educated to degree level.** If your degree was not studied through the medium of English you will need to demonstrate high business level English through the application process.
- **Child protection/safeguarding clearance from your country of passport** and any additional countries in which you have lived as an adult.

Experience

- **A track record of successful team leadership within and across multiple interconnected teams** with a demonstrated ability to impact effective change within and across those teams.
- **At least 3 years of full-time experience working in a strategic finance role**, preferably in an educational context similar to NIS, in which you have been responsible for the formation and implementation of financial strategy.
- **A working familiarity with - and confidence to lead - human resources, operations and facilities management, IT, and the other functional areas of a busy independent international school.**
- **Experience of working in contexts that are diverse in background, culture, language, gender, and identity** with a proven ability to forge a shared vision that utilizes the strengths and perspectives of the individual.
- **Experience working in schools - and especially in international schools** - while not essential, will be a welcome addition to your candidate profile.
- **While speaking Japanese is not required, this would be a welcome addition to your candidate profile.** The ability to empathize with your team (all of whom are operating in at least two languages daily) by being a multi-linguist yourself, will be an advantage.

Skills

- **Exceptional skills in strategic financial management with a proven ability to develop and implement short, medium, and long-range financial plans** that are risk-assessed, stress-tested, appropriate and mission-aligned.
- **Strong strategic abilities and administrative and organizational skills** with the capacity to guide whole-organizational development while maintaining direct operational responsibilities.
- **A highly accomplished communicator (both verbally and in writing, in both formal and informal settings)** able to work with and across multiple stakeholders to build understanding and value.
- **Strong interpersonal skills and a proven ability to operate effectively and efficiently in a diverse environment with a broad range of stakeholders.** The right candidate will be able to listen with empathy and care, yet also have the strength of purpose and conviction to have challenging conversations and hold individuals and teams accountable.
- **An ability to work within regulatory frameworks** and a fast learner able to quickly understand the nuance of Japanese accounting, employment law, and other applicable statutes.
- **Strong digital literacy skills** and an awareness of their role in 21st-century learning and an educational setting.
- **Excellent leadership skills - able to manage, coach, mentor, and supervise employees - as both individuals and in teams** - through the lens of contextual and situational leadership.
- **Highly developed skills in analysis** with the ability to take complex problems and distill them into the strategic questions that need to be asked in order to move the school forward.

Leadership Dispositions & Personal Attributes

- **A commitment to diversity, equity, inclusion, justice and belonging in education and leadership** and the ability and commitment to lead teams from an intercultural lens.
- **A calm, clear thinker**, able to maintain composure and effectively make decisions and manage priorities under pressure.
- **A commercially aware operator who instinctively understands the ‘double bottom line’ of non-profit schools** and the relationship between an operational surplus and the delivery of the mission for our students.
- **Highly motivated and engaging**, able to bring energy, passion and conviction to your work every day.
- **A strong sense of humor and love of working collaboratively with others.**
- **A team player willing to roll up your sleeves and get the work done.** Our Director of Business and Operations will enjoy developing strategic policy one minute and then cheering on the volleyball team or advising the business club on their marketing plans the next.
- **A highly visible and agile leader who appreciates that without relationships, nothing can be accomplished**

Appointment Terms

NIS will negotiate an initial contract which is normally of two years, although extensions to the contract by mutual agreement of both parties are possible. The salary offered will be competitive commensurate with the skills and experience required of the position and aligned to the profile of the successful candidate.

The Director of Business and Operations is contracted to work for 235 days per year which includes the 190 days expected of teachers plus additional days to be worked either on campus, or in your own time at home, as expected of all senior leaders in the Administration Team. In reality this means being on campus during term time and for all but four weeks of the summer vacation. Other holidays are broadly in line with other staff which include roughly three weeks over the winter holiday, a week in the autumn, one week in the spring and roughly one week during Japan’s “Golden Week” holiday period.

Candidates should be aware that as a senior position, working hours and days are flexible and the role will include evening/weekend commitments for board meetings or to represent the school as a senior administrator in community activities or events.

In addition to a competitive salary the package includes:

- **Outbound and end-of-contract (economy) flights for yourself and any recognized dependents, including an allowance for shipping and settling in costs**
- **Quality housing in the local area for yourself and any dependent family members**
- **Return (economy) transportation from your home of record to Nagoya annually**
- **A severance package* which is calculated as a percentage of your final years salary multiplied by your number of years of employment at NIS**
- **Free tuition* for dependent children**
- **Enrollment in Japan’s social insurance scheme which gives access to local (quality) healthcare as well as contributions towards a pension which can be withdrawn on departure from the country**
- **Leaves beyond statutory requirements (for bereavement, sickness, and various other purposes)**
- **Support with professional development**

* *taxable benefits*

• *Nagoya International School is an equal opportunity, non-discriminatory school at which difference is celebrated as a feature of an internationally-minded learning community. NIS admits only those students who are able to benefit from our program and recruits only those staff deemed sufficiently qualified and experienced to implement those programs, regardless of race, creed, ethnicity, color, gender, national origin,sexual orientation, religion, marital status, age, or disability.*

Appointment Process and How to Apply

An executive search exercise is being undertaken by Perrett Laver in parallel with the public advertisement of the position.

Applications should consist of a full CV and cover letter addressing the criteria set out in the role description and person specification.

To download further information on the role or to apply, please visit <https://candidates.perrettlaver.com/vacancies> quoting reference 7631. The closing date for applications is 9:00 am BST on December 6, 2024.

Longlisted candidates will be invited for interview with Perrett Laver in mid-December 2024 and early January 2025. The shortlist of candidates will be selected in the week commencing 20th January 2025, and shortlisted candidates will be invited to attend a first-round interview online in late January 2025. A smaller group of finalist candidates will then attend a final round of interviews in early February 2025.

If you have any access requirements or if you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

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 computerized 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 <http://www.perrettlaver.com/information/privacy/>

