BRANKSOME HALL ASIA

Branksome Hall Asia

Director of Business & Administration

Job Description
November 2026

Introduction

Overview

Branksome Hall Asia is dedicated to promoting values of innovative thinking, global social awareness, and self-sufficiency, helping students push the limits of what they can achieve. A sister school of the renowned Branksome Hall in Toronto, Canada, Branksome Hall Asia empowers 900 students in grades JKP-12 to be the leaders of tomorrow.

Branksome Hall Asia, opened in 2012 on Jeju Island, South Korea, builds upon the strong, established traditions of Branksome Hall Canada, founded in 1903, and its exemplary reputation for a liberal arts curriculum and approach to education that prepares students to be lifelong learners and leaders.

Situated on a remarkable modern campus, Branksome Hall Asia enrolls both boarding and day students who follow the full International Baccalaureate (IB) curriculum JKP-12, and have the opportunity to experience a wide range of programs in the arts, athletics, technology, and community service. The strength of the IB program, combined with the school's commitment to empowering students, makes Branksome Hall Asia a truly remarkable place to live, learn, and work.

MISSION

Each day, we challenge and inspire students to love learning and to shape a better world.

VISION

To be the pre-eminent educational community of globally minded learners and leaders.

CORE VALUES

Care, Collaboration, Excellence

The School

Situated on the beautiful island of Jeju, South Korea (a UNESCO World Heritage site), Branksome Hall Asia offers the same exemplary educational program as its sister school. Recognized as one of the world's top 10 girls' boarding schools, Branksome Hall Canada offers students an academically excellent program in tandem with unmatched commitments to global engagement and well-being. At Branksome, students are taught the skills they need to thrive in our ever-changing world, learning how to find their voices and develop as lifelong learners.

Branksome Hall Asia, Jeju's only full IB continuum international school, offers this same exemplary educational program led by highly qualified and committed teachers recruited from around the world. Students learn and live together in a state-of-the-art, world-class facility that embodies and encourages the values of intellectual inquiry, collaboration, effective communication, and strength of character.

Both Branksome Hall in Toronto and Branksome Hall Asia share an educational philosophy based on leadership through service. Students develop the intellectual capacity and courage to lead while cultivating a sense of empathy and understanding for others. Each fall, the entire Grade 9 class from Branksome Hall Asia embarks on a three-week learning experience in Ontario. Our female students go to our sister school, and our boys have partnered with a boys' school, which enables all students to live and learn with their peers in Toronto. Teacher

professional development and exchanges are also important elements of this global study abroad program.

Academics

Junior School

The benefits of a Branksome Hall Asia education begin in the Junior School with the IB Primary Years Program. In this division, faculty implement an international curriculum framework and are dedicated to ensuring the best possible development of each child's total well-being. Teachers focus on creating an environment that is both academically rigorous and emotionally supportive. Through an inquiry-based approach to learning and teaching, students gain international perspectives, benefit from technology-supported instruction, and focus on their physical and emotional as well as academic and intellectual development. All courses are taught in English, with additional language studies in Korean or Chinese.

Middle School

Middle School students at Branksome Hall Asia are inspired to think reflectively as they explore a growing sense of confidence and independence, while developing critical skills as globally-minded learners and leaders. Students follow the IB Middle Years Program, which prepares them for the challenges of the Diploma Program in the Senior School. Through this program, students develop effective communication skills, intercultural understanding, and global engagement. They explore and reflect upon the complexities of the world through an interconnected program that offers expansive co-curricular and study abroad options. At this level, the program also offers robust pastoral and counseling resources. As students progress through the Middle School, they grow in confidence and independence to be curious, creative, and ethical students.

Senior School

Our Senior School welcomed the Class of 2029 as its first co-ed class in the Senior School. In this division, the focus is on students becoming confident, capable, and inspired to meet life's challenges with intelligence, sensitivity, and courage. Students meet in multi-grade council groups to reinforce relationships, promote the leadership of older students, and provide a source of peer support throughout the middle and upper school journey of each student.

IB Diploma Program

The IB Diploma Program, recognized for its excellence by colleges and universities worldwide, offers a coherent program including English, a second language, social sciences, science, math, and the arts. Technology is integrated into all areas of the curriculum, and at Branksome Hall Asia, Korean, social studies, and history are also taught in all programs. Students are encouraged to identify and pursue their passions, and they can select from a variety of elective offerings, including digital design, drama, business, psychology, and Chinese, among many others. The environment at the Senior School—and throughout Branksome Hall Asia—reinforces the development of self-esteem in young students, encouraging growth of analytical skills and teamwork, inspiring students toward self-confidence, promoting STEM subjects, and celebrating diversity. Students also have some voice in their learning, helping to create robust after-school program offerings.

Student Life

Branksome Hall Asia celebrates the enthusiasm of the faculty, parents, and students whose contributions make Branksome Hall Asia a remarkable place of learning and living. Both day

and boarding students enjoy a warm, welcoming community and lively campus with opportunities to explore, grow, and make new friends.

Our Co-curricular

The school's innovative co-curricular program, CASE (Community, Action, Service, and Enrichment Activities), provides myriad opportunities to explore areas of interest in the arts, athletics, community service, and other enrichment clubs and activities. Students may participate in such artistic endeavors as ballet, Korean calligraphy, digital storytelling, symphony orchestra, and much more. They develop athletic and sportsmanship skills via a host of team sports, including badminton, volleyball, tennis, basketball, soccer, golf, swimming, cross country, and track and field. Students develop leadership skills and become actively engaged citizens with a global outlook through various experiential service opportunities. They develop and pursue their passions and interests through clubs such as yearbook, public speaking, Environmental Protections, Red Cross Youth, and creative writing, among many others.

Our Boarding

As boarding students, each student gains a new family when he or she arrives at the school. Branksome Hall Asia's purpose-built residence is designed to enable students from around the world to live together and thrive. The program provides opportunities for students to build self-efficacy, and a strong sense of family and community is paramount. Support and guidance from Teacher Dons create a safe, supportive, and enjoyable environment for students to develop and strengthen leadership skills. There is a high expectation of personal responsibility, and students and faculty alike value internationalism. A high percentage of students are Korean, with approximately 10% coming from China or from expat families of other nationalities.

The Campus

Our Facilities

The School's award-winning campus is surrounded by natural beauty and culture. The intentional design of the campus embodies the school's ethos and provides a landscape for learning where the environment reflects the integration of structure and landscape. The school's facilities include an Olympic-sized pool and ice rink, fitness center, tennis courts, a golf green, and fields. Eight fully outfitted science labs and four spacious art studios are housed in the STEM-V Center with design studios and adjacent breakout spaces. The state-of-the-art Performing Arts Center includes a 370-seat theater, spacious studios, practice rooms, TV and recording studios, and a Black Box theater.



Jeju Island

One of the nine provinces of South Korea, Jeju Island is known for its natural beauty and miles of seashore. A popular vacation destination, the island welcomes over 10 million visitors annually. Much of the island is a designated national park, and attracts many looking to explore its natural attractions and hike its dormant volcano. A UNESCO World Heritage site, the 700 square miles of the island feature extensive hiking and riding trails, as well as "the finest lava tube system of caves anywhere."

The island is a unique and beautiful place to work and live. At once rural and somewhat remote, Jeju is a 50-minute flight from Seoul and other major Asian cities. The air route from Seoul to Jeju is the most frequently traveled domestic route in the world, bringing many visitors and a busy island economy for its half-million residents. Branksome Hall Asia's modern campus blends technology with appreciation for nature, celebrating both tradition and innovation on Jeju Island.

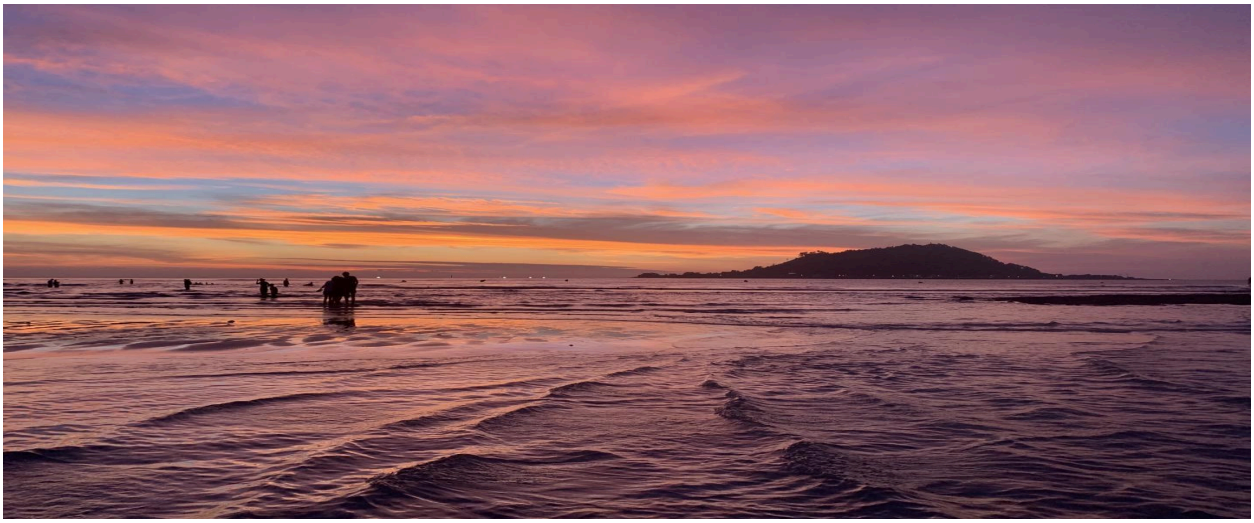
The Position

Title: Director of Business & Administration (DBA)
Reports to: Head of School
Functional relationships: Senior Leadership Team, Staff Team Leaders
Start Date: Flexible, based on the successful candidate's availability (no later than July 1, 2027)

Position Summary

Reporting directly to the Head of School, the Director of Business & Administration (DBA) provides strategic leadership and operational oversight of all non-academic functions of the school.

The DBA is accountable for the effective management of the school's financial, operational, legal, compliance, human resources, facilities, and risk management functions, ensuring that resources and systems fully support the school's mission, strategic priorities, and educational objectives.



Key Areas of Responsibility

The Director of Business & Administration has responsibility for the following core functions:

- Financial management and long-term financial planning
- Facilities, property, and capital project management
- Human resources and labor relations
- Legal, compliance, and risk management
- Health and safety
- Administration and general affairs
- Procurement, contracts, and inventory management
- Business development and management of external contractors
- Data protection and information governance (Chief Privacy Officer (CPO) responsibility)

Job Purpose

The Director of Business & Administration:

- Works closely with the Head of School and senior leaders to ensure the smooth, compliant, and sustainable operation of the school
- Provides professional leadership and management of support staff and administrative functions
- Promotes the highest standards of business ethics, governance, and accountability
- Ensures the effective and strategic use of financial, physical, and human resources in support of student learning
- Oversees risk management, legal compliance, and regulatory obligations across all non-academic areas of the school

Leadership & Strategy

- Attend Board and relevant committee meetings
- Contribute to strategic planning, organizational development, and long-term sustainability
- Influence and support strategic decision-making at senior leadership and Board levels
- Act on delegated authority within the DBA's areas of responsibility in the absence of the Head of School
- Lead and manage change in alignment with the school's strategic plan

Financial Resource Management

- Prepare, present, and manage the school's annual and multi-year budgets
- Monitor financial performance and ensure value for money
- Provide regular financial reporting to the Head of School, Board, SPV, JEINS and relevant stakeholders
- Identify financial risks, variances, and corrective actions
- Maintain long-term financial forecasts aligned to strategic priorities
- Oversee tuition billing, accounts receivable, accounts payable, and procurement processes
- Liaise with SPV, JEINS, JDC, and other partners to ensure consistency and compliance in financial matters
- Maximize revenue through appropriate income-generating activities
- Oversee investments, financial agreements, and insurance arrangements

Human Resources, Labor Relations & Compliance

- Provide strategic leadership for all non-academic human resources functions
- Ensure compliance with Korean labor law and regulatory requirements
- Manage labor-related matters, including grievances, disputes, and disciplinary processes
- Serve as the school's primary point of contact with the Labor Office and other regulatory bodies
- Oversee recruitment, performance management, appraisal, and professional development of support staff
- Ensure HR policies and procedures are clear, compliant, and consistently applied
- Seek specialist legal or HR expertise as required

Legal, Risk Management & Compliance

- Oversee legal compliance across all operational areas of the school
- Identify, assess, and manage institutional risks
- Ensure contracts, agreements, and external partnerships are reviewed and managed appropriately
- Advise the Head of School and Board on legal, regulatory, and compliance-related matters
- Ensure appropriate insurance coverage and risk mitigation strategies are in place

Data Protection & Information Governance

- Serve as the school's Chief Privacy Officer (CPO) or hold overall responsibility for the CPO function
- Ensure compliance with applicable data protection and privacy regulations
- Oversee data governance, information security, and privacy practices across the school
- Implement and monitor data protection policies and procedures
- Act as the primary liaison for data protection matters with regulatory authorities and stakeholders

(Note: Full CPO responsibilities are set out in the school's privacy policy, which forms part of the role's terms of reference.)

Facilities & Property Management

- Oversee maintenance, safety, and security of all school facilities
- Manage capital projects, construction, and site development
- Ensure compliance with safety, environmental, and regulatory standards
- Manage outsourced services (e.g., catering, cleaning, transportation)
- Oversee leasing and use of school facilities by external organizations

Health & Safety

- Act as the school's Health & Safety Coordinator and Fire Officer
- Ensure compliance with all health and safety regulations
- Maintain and review health and safety policies, risk assessments, and emergency procedures
- Report health and safety matters to the Head of School and Board as required

Qualifications & Experience

Essential

- Recognized degree/professional designation in business, management, finance, or a related field
- Significant senior leadership experience in business and/or operations management
- Demonstrated experience managing budgets, facilities, HR, and compliance
- Experience working in an educational setting and in a complex, multi-stakeholder environment

- Full professional fluency in English, written and spoken, including the ability to chair meetings, negotiate with external parties, and produce formal documents and reports

Preferred

- **Strongly preferred:** Working proficiency in Korean, written and spoken, including the ability to engage with external parties and handle Korean-language documents
- **Strongly preferred:** Senior business or operations leadership experience in a K–12 international school in Korea, or in an IB continuum school
- MBA, CPA, accounting, or project management qualifications
- Experience in a school or organization operating under a joint-venture, franchise, or multi-entity governance structure
- Experience drafting and reviewing contracts, policies, and official correspondence in both Korean and English
- Working knowledge of Korean labor, education, and data protection regulations as they apply to international schools

Personal Attributes

- High integrity and strong ethical standards
- Strategic thinker with sound judgment
- Strong interpersonal and communication skills
- Able to multi-task and manage projects with competing deadlines
- Calm, resilient, and effective under sustained pressure
- Comfort with ambiguity, particularly around conflicting parameters and competing demands
- Collaborative, approachable, and values-driven

Compensation

Compensation is competitive internationally and commensurate with experience and responsibilities. Benefits may include furnished housing, travel, health care, and retirement contributions, where applicable.

How to Apply

Interested and qualified candidates should submit ONE electronic .pdf file to recruitment@branksome.asia, by 23:59 KST on December 1, 2026 with the following materials included:

Applicants are asked to submit the following documents as part of their application package:

1. Formal Cover Letter - outline your interest and qualifications for the position (no longer than 1 page)
2. Current Resume or Curriculum Vitae
3. Statement of Leadership and Management Philosophy (no longer than 1 page)
4. List of 3–5 Professional References
   **References will only be contacted for the successful candidate.*

Applicants who meet the minimum requirements will be invited to complete an online assessment (TruFit) as part of the selection process.

Applicants are encouraged to apply as early as possible. Branksome Hall Asia reserves the right to close the selection process at any time, and equally to extend the application period or to continue accepting applications after the stated deadline until the position is filled.

Use of Personal Information

By submitting an application, candidates consent to the collection and use of their personal information for recruitment purposes, including sharing with Branksome Hall (SPV), JEINS, and the TruFit assessment provider, which may involve transfer outside Korea, and to reference checks being conducted for the successful candidate. Application materials are retained only for the period necessary to complete this recruitment process.

School Address and Contact Information

Branksome Hall Asia 234 Global Edu-ro Daejeong-eup, Seogwipo City
Jeju, Korea, 63644

Telephone: +82.64.902.5000
Fax: +82.64.902.5481
Web: branksome.asia
Email: recruitment@branksome.asia

If you enjoy...

Engaging in outdoor activities such as hiking, running, biking, swimming, surfing, kite surfing, windsurfing, snorkeling, scuba diving, camping, and fishing

Admiring breathtaking sunsets and sunrises

Savoring fresh seafood and indulging in delicious Korean BBQ

Exploring unique coffee shops and microbreweries

Experiencing the beauty of all four distinct seasons

Relaxing on pristine beaches

Immersing yourself in museums, cultural activities, and art galleries

Uncovering geological wonders such as lava tubes, Oreums, hexagonal columns, mountains, and volcanic cones

Having access to excellent medical care

Enjoying convenient travel within Asia

Residing in a low-crime, exceptionally safe community

Saving money while enjoying a high standard of living

...then consider a career at Branksome Hall Asia