

LOCATION	The British International School Abu Dhabi	
JOB TITLE	Operations Manager	
JOB PURPOSE	The position is responsible for ensuring the smooth operational functions of the school to ensure the provision of key services.	
REPORTING TO	Principal	
DIRECT REPORTS	Reprographics Officer/ Operations Assistant/ Facilities Manager	
OTHER KEY RELATIONSHIPS	Finance Manager, Facilities Manager/HR Manager and School SLT	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>SCOPE OF WORK:</p> <p>To provide full Operations Management and support.</p> <ul style="list-style-type: none"> • Lead on organising the CCA provisions of the school. • Meet and negotiate terms & conditions / agreements with potential third party CCA providers. • Ensure that all required documentation is submitted to ADEC for approval in relation to externally provided CCAs and school trips/events as needed. • Support lead trip organisers with documentation and logistical support i.e. booking buses/ flights/ travel insurance etc. • Manage all existing contracts with the bus company / uniform provider and the catering company. • Responsible for the management of the Bus Support Assistant in relation to their bus duties. • In conjunction with the PLT and SSLT – assist in the allocation of Bus Support Assistants to classrooms / departments across the school to support with classroom and administrative duties. • Act as liaison between the school and our Hong Kong legal team in relation to drafting legal documentation such as NDA's/third party contracts and any legally binding document needed to support the school. • Ensure all said legal documentation is recorded in the Merrill database as NAE company requirements. • Build relationships with other schools and ADEC to share ideas, conduct working groups to ensure shared knowledge of best practices and guidelines. • Oversee the Reprographics Officer in relation to day to day running of the reprographics rooms and any school purchasing. Overseeing and supporting the Reprographics Officer with annual Teaching and Learning orders/stationary orders and text book orders. • Maintain strong ties and relationships with NAS Dubai and any future NAE school within the UAE to ensure we are all working together to negotiate the best rates to support budget controls in relation to annual resource orders. • Support the Housing Manager/HR/Facilities team with the on boarding process of new employees and induction training or activities. • Oversee the efficient planning of events - supporting the lead event organiser and the facilities manager to ensure all parties are aware and the events run smoothly. • Working alongside the Principal's PA to ensure the smooth operations of the school. • Work closely with the Director of Marketing and Admissions to assist with any operational needs that they may have. 	<p>Performance Development Plan</p> <p>Performance Appraisal</p>	
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal 	

	Development Plan
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PERSON SPECIFICATIONS

Qualifications/Training	
▪ University Degree	Desirable
▪ High School Diploma	Essential
Experience / Knowledge	
▪ Previous experience in this role or a similar one	Essential
▪ UAE experience	Desirable
Skills	
▪ Strong leadership skills	Essential
▪ Strong communication skills	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail and ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. Compliance with visa requirements for working in UAE