



Head of Operations

We are currently looking for a Head of Operations for the new branch of our existing school, Dubai Scholars.

The Head of Operations will ensure the fiscally sound running of the operational and administrative affairs of the school. The candidate will be instrumental in effectively supporting the delivery of the school's instructional program. The candidate will support the School Principal and will be a part of the school leadership team (SLT).

Responsibilities include but not limited:

Leadership

- Oversee and support the administrative departments including finance, human resources, transportation, admissions, and facilities.
- As a member of the SLT ensure that all policies properly implemented and are kept up to date.
- Provide leadership and guidance for administrative and support staff.
- Ensure that all administrative staff are briefed on allocated work, showing how it fits within the school's guiding statements.
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.

Administrative

- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Oversee the effective usage of the school information management and ERP system.
- Coordinate procurement of materials, goods and services needed to operate the school effectively.
- Supervise staff salaries through the WPS.
- Support the School Principal in the screening, hiring, in-service orientation and assigning of administration staff.
- Lead the performance management appraisal of the administrative staff.
- Advise SIG on the assessment of salaries, expenses, procedures, policies, and other matters.
- Provide for the preparation and production of all school records and publications.

Financial

- Collaborate in the development of the school budget.
- Monitor budgets against accounts.
- Manage the school accounts effectively to agreed financial policies and procedures.
- Produce timely and fully costed proposals, ensuring they are sustainable.
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.

Legal & Insurance

- Stay abreast of government policies and regulations, ensuring school wide compliance.
- Ensure procurement of the necessary licenses and permissions and ensure their relevance and timeliness.
- Implement the required insurances and handle any claims that arise.
- Implement risk management and loss prevention strategies to reduce insurance costs.

Reporting

- Prepare regular management accounts for budget holders, School Principal and SIG.
- Liaise with SIG Auditor on a regular basis.

HR

- Ensure staffing policies are compliant with Ministerial regulations.
- Verify all staff contracts before sending for Management approval.

Transportation

- Ensure that all governmental laws and regulations regarding school transportation are met.
- Negotiate bus contracts.
- Verify transport repairs and maintenance requested.
- Point of contact for all transportation complaints for parents. Address concerns and mitigate issues.

Bids and contracts

- Secure bid-based competitiveness.
- Negotiate, manage, and monitor contracts, tenders and agreements for the provision of support services ensuring 'best value' at all times.
- Ensure effective risk management of any third-party service contracts

KHDA/DHA/DM

- Contact person for all KHDA communications. Act as the physical liaison with KHDA on important matters.
- Assist in KHDA school calendar approvals.
- Point of contact during KHDA / DHA - Health & Safety Inspections.
- Compliance to government requirements (KHDA/DHA/DM etc).

Miscellaneous

- Support staff and others responsible for planning school trips.
- Supervision of students during dispersal and arrival.
- Coordinate and approve all purchase and distribution of IT requirements across all departments in the school. Point of contact SIG IT Manager.
- Monitoring of CCTV across school.

The successful applicant will be required to have the following:

- Bachelor's degree in Business, or a related field.
- A minimum of 2 years of experience (in UAE) as a Head of Operations preferably in a school set-up.
- Knowledge of business functions.
- Excellent organizational and leadership qualities.
- A strategic thinker with the ability to work under pressure.
- Pleasing personality and good communication skills.

Please send a cover letter and CV to Ms. Ritu admin@dubaischolars.com

In the subject line, please include the position you are applying for.