

## Leadership Posting

### Director of Business and Operations Nagoya International School *Nagoya, Japan*

Application Deadline: August 31, 2021  
Start Date: January 2022 or August 2022



## NAGOYA INTERNATIONAL SCHOOL

2686 Minamihara, Nakashidami, Moriyama-ku, Nagoya, Japan 463-0002

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*Inquire Inspire Impact*



## JOIN US!

*At NIS we are passionate about our mission – and we seek colleagues who share that passion. We want our students to puzzle, wonder and question the world around them, to choose to contribute to their communities and to articulate and follow their dreams.*

### **Position Details**

**Job Title:** Director of Business and Operations

**Reports to:** Head of School

**Start Date:** January, 2022 OR August, 2022

**Application Deadline:** While the school reserves the right to fill the position at any time should the right candidate be found, the initial round of applications will close on Aug 31, 2021

**Salary:** Commensurate with the responsibilities of the position and the qualifications and experience of the successful candidate

### **What is NIS?**

Nagoya International School (NIS) is a diverse community of life-long learners who embody the values and beliefs of our mission and who endeavour to shape the world we share, from our campus in Nagoya to all corners of the globe. Our students are taught to inquire, inspire and have impact – and all of this within a community founded on the principles of inclusivity.

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

NIS seeks to make our mission the reality for every student, in every classroom, every day – by design. Our teachers are dedicated to nurturing the talents and dreams of students who come from diverse backgrounds and abilities and who a developing unique personalities, perspectives, and identities.



## Our Staff and Families

The families who make up our diverse community represent a wide range of cultures and nationalities, yet we are united in our desire to embrace the skills, behaviours and values that will enable our students to navigate and contribute to their world. NIS graduates join over 50 years of alumni who can be found pursuing their dreams and making a difference in the lives of others all over the world.



The economic impact of COVID-19 has seen our community reduce in number from a diverse student enrolment high of 550 students (of almost 40 different nationalities) before the pandemic to an (anticipated) enrolment of 360-380 students in August 2021. We are confident that we have the right team and right programme to grow back once the borders begin to open and Japan starts to re-engage in the post-pandemic world. We believe strongly in our inclusive identity, and this also means striving for diversity within our staff through recruitment. Like many schools we are on a Diversity, Equity, Inclusion and Justice journey and we actively seek applications from candidates whose identity profile represents a traditionally marginalised perspective within the international school community.



## Our School: Campus and Connections

We are registered as a 'gakko hojin' (not-for profit school) and our curriculum is truly international and framed by the programs of the IB. We are fully accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS), operating an August-June academic year with 180 student days and 190 teacher days.

As a not-for profit entity, NIS is governed by a self-perpetuating volunteer board of directors and trustees who follow a Governance as Leadership model and provide strategic and generative governance and fiduciary oversight. NIS enjoys the support of the wider city and prefecture and plays an active role locally through membership of the American Chamber of Commerce in Japan and the Chubu Economic Federation. NIS is also an active member of the Japan Council of International Schools, a body representing the premium international schools in the country. Wider afield, NIS is a member of the East Asian Regional Council of Schools (EARCOS) and the Educational Collaborative of International Schools (ECIS).

NIS is housed on a 7.5-acre site in the Moriyama ward of Nagoya, a spacious suburb of Japan's third-largest metropolitan area. Within easy access of the school are parks and nature – but also Starbucks, Ikea and Costco! Our recent USD\$17m East Building is the latest addition to what is a strong infrastructure for learning; Alongside well-equipped generalist, age-specific and specialist classrooms, our school also offers a full-size gym and sports field, attractive gardens and playground space, a multipurpose hall (converts from a flat PE space into a fully equipped auditorium), a library, a cafeteria/commons a rooftop collaboration space and more.

## Who are we looking for?

The Director of Business and Operations (DBO) reports directly (and solely) to the Head of School and is responsible for the leadership of all non-academic functions of the school to include finance, HR, and facilities.

The DBO leads a team that includes a Facilities Manager and a Finance Manager and holds wider indirect responsibility for the effective functioning of the support staff team throughout the school. The DBO sits on the Senior Academic Team alongside the Head of School, Principal and Director of Admissions and Development as well as on the wider Admin team. The DBO also supports the Head of School in fiduciary and strategic reporting to the Board of Directors and in all matters related to risk and compliance.

In the case of the right applicant, the DBO is the acting Head of School in the case that the Head of School is incapacitated or otherwise unavailable.



## Position Specifications

### **ESSENTIAL:**

- A commitment to diversity, equity, and inclusion in education and in leadership
- A positive disposition, strong and flexible work ethic, keen sense of empathy, sense of humour and resilient nature
- A degree in an applicable field
- At least 5 years' full-time experience in a similar role to that required at NIS. Specifically, the candidate must have direct experience of financial, HR and facilities management, and must have successful experience of leading teams in these areas.

### **HIGHLY DESIRABLE:**

- A master's degree in a field directly applicable to the position
- Experience as an international school business manager or equivalent with a proven track record of success in that role
- Fluency (or some level of competency!) in Japanese
- Experience with the CIS accreditation process
- While experience in finance, facilities and HR is all required, a sophisticated skillset and background in HR is particularly advantageous.
- Applicants from traditionally underrepresented demographic groups in international school leadership

Please do not apply unless you meet the 'essential' requirements above and have read in full the details about living and working at NIS on the 'working at NIS' section of our website.

A spirit of collaboration, stamina, drive, a sense of humour, a passion for kids, a positive disposition and a love of professional learning are all key ingredients to the staff toolkit at NIS. If this sounds like you – we want to hear from you!

To apply please go to the following website: <https://www.nisjapan.net/working-at-nis/vacancies>

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### Instructions

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