



Job Description: Business Manager

Version 2024/12

Location: British International School of Stockholm (BISS), Stockholm, Sweden

Reports to: School Director

Supervises: Operations, Finance, HR, IT, Facilities, Admissions, Marketing, and other non-academic departments

BISS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

The British International School of Stockholm (BISS), a prestigious international school offering world-class education in a vibrant and inclusive community, is seeking an experienced and dynamic **Business Manager**. As a member of the Senior Leadership Team, the Business Manager will oversee all non-academic operations, ensuring the smooth running of the school and enabling the delivery of outstanding education to our students.

Key Responsibilities

Strategic Leadership

- Collaborate with the School Director and Senior Leadership Team to develop and implement the school's strategic vision.
- Ensure operational alignment with the school's mission, values, and long-term goals, including its commitment to sustainability, inclusivity, and innovation.
- Drive process improvements and operational efficiencies, ensuring the school operates at the highest standard.

Operational Management

- Oversee day-to-day operational functions, ensuring all non-academic departments (e.g., Finance, Facilities, IT, HR, Marketing, and Admissions) operate seamlessly and effectively.
- Ensure that all licenses, permits, and qualifications required to operate the school are up to date and comply with Swedish regulations.
- Develop and implement policies and procedures to ensure compliance with Swedish legal and regulatory requirements, including employment, financial, and health and safety standards.
- Maintain facilities to a high standard, ensuring alignment with the school's sustainability and accessibility goals.

Financial Oversight

- Work closely with the Finance Team to manage the school's budget, ensuring financial sustainability and effective resource allocation.
- Monitor key financial metrics, including enrollment, revenue, and expenses, to ensure the school meets its financial goals.
- Provide detailed financial reporting and analysis to the School Director and Board of Governors to support informed decision-making.

Admissions and Marketing

- Lead the Admissions Team to develop and execute strategies that support enrollment growth and retention.
- Oversee the Marketing Team, ensuring that the school's branding, communications, and outreach efforts reflect its values and vision.
- Collaborate with the marketing and admissions teams to maintain BISS's reputation and appeal within the international and local communities.
- Ensure admissions and marketing practices reflect the school's commitment to inclusivity and high-quality education.

Human Resources and Staff Management

- Oversee the HR department to recruit, retain, and develop high-quality teaching and non-teaching staff.
- Foster a culture of collaboration, respect, and professional development among staff.
- Ensure compliance with Swedish labour laws and promote best practices in staff well-being and workplace policies.

IT and Technology

- Work with the IT team to ensure robust and secure technological infrastructure to support teaching, learning, and administration.
- Lead initiatives to enhance the use of technology for operational and educational innovation.

Community Engagement

- Serve as a visible and approachable leader within the BISS community, fostering strong relationships with students, parents, and staff.
- Act as a key liaison with external stakeholders, including government authorities, vendors, and service providers.

Risk Management and Compliance

- Develop and maintain a comprehensive risk management framework to ensure the safety and security of students, staff, and facilities.
- Ensure all operational and regulatory compliance requirements are met, including maintaining up-to-date licenses and permits essential for school operations.

Qualifications and Experience

Education

- A degree in Business Administration, Finance, Operations Management, or a related field.
- A Master's degree or equivalent is preferred.

Experience

- Significant leadership experience in a similar role, ideally within an international school or educational institution.
- Proven track record of managing complex operations, including finance, facilities, HR, IT, marketing, and admissions.
- Experience working in multicultural environments, with a deep understanding of international education.
- Knowledge of Swedish regulations and operational standards is an advantage.

Skills

- Exceptional strategic planning and organisational skills.
- Financial acumen with experience managing budgets and analysing financial performance.
- Strong leadership and interpersonal skills, with the ability to inspire and lead teams effectively.
- Excellent problem-solving and decision-making abilities, even in high-pressure situations.
- Technologically proficient, understanding IT systems and their role in education and operations.

Key Attributes

- A collaborative and solutions-focused mindset.
- Commitment to BISS's core values of respect, inclusivity, and sustainability.
- Visionary leadership with a balance of strategic thinking and attention to operational detail.
- A passion for education and creating environments that enable students and staff to thrive.

Other information:

- **Semestertjänst** with non-regulated working hours, 28 vacation days per year
- **Working hours:** 40 hours per week, no additional compensation for overtime