

HEAD OF OPERATIONS - British International School of Stockholm, Cross-campus

About BISS

Established in 1980, the British International School of Stockholm (BISS) is an all-through international school with a vibrant community of students from over 50 countries aged 3-18 years. Our holistic philosophy emphasises both the intellectual and personal development of our students. We provide a strong pastoral system, broad curriculum and exciting enrichment opportunities to meet the needs of a diverse student population. Meeting internationally recognised standards of excellence, BISS is proud to be an accredited member of the Council of British International Schools (COBIS).

Situated in the Danderyds Kommun area, BISS develops on two campuses: Altorp (Östra Valhallavägen 17, Djursholm), which hosts students from nursery to year 4, and Ekeby (Rinkebyvägen 4, Danderyd), which hosts students from year 5 to year 13.

Our members of staff

Like our student body, BISS employees - currently more than 140 - come from many different countries and a rich range of backgrounds. BISS's vision is to empower people to be their best and we strongly believe in this not only for our students, but for our staff as well. Among many others, our core values are curiosity, resilience, and respect - fundamental characteristics that we admire and look for in all our members of staff.

Safeguarding

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

Job Details

Job title:	Head of Operations
Employer:	British International School of Stockholm
Location:	Stockholm, Sweden (Altorp Campus & Ekeby Campus)
Contract type:	Full time
Working hours:	40 hours per week
Contract term:	Permanent
Salary:	Based on qualifications and experience
Job starts:	August 2025 (earlier if possible)

About the job

The British International School of Stockholm is now seeking to employ an experienced **Head of Operations**. As a member of the Senior Leadership Team, the Head of Operations will oversee all non-academic operations, ensuring the smooth running of the school and enabling the delivery of outstanding education to our students. Our ideal candidate must have good interpersonal and leadership skills, be trustworthy, reliable, punctual and confident working with children.

Responsibilities and expectations

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 & 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 (5-10 years), 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.
- Fluent both in both Swedish and English.

Other Information:

- Semestertjänst with non-regulated working hours, 28 vacation days per year
- Generous Wellness Allowance: Enjoy one of the most generous friskvårdsbidrag in the industry to support your physical and mental health.
- Mental Wellness Platform: Access a cutting-edge mental wellness platform to help you stay balanced and thrive both personally and professionally.
- Flexible Work Environment: Benefit from the flexibility to work from home, empowering you to create a work-life balance that suits your needs.

To apply

Please send the following documents to o.samet@bisstockholm.se, putting “**Head of Operations**” as the email subject:

- CV including details of two professional references
- A letter of application

Successful candidates will be invited for an interview.

Closing date

We are continuously reviewing applications and conducting interviews as we go, so we encourage you to apply as soon as possible. There is no set closing date for this position as we aim to complete the recruitment once we find the right candidate.

Please contact o.samet@bisstockholm.se or recruitment@bisstockholm.se for any queries about this role. For further information about the British International School of Stockholm, please visit our [website](#).