



Appointment of  
**Director of Operations**

December 2025

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## An Introduction to BST

Since our foundation in 1989, The British School in Tokyo (BST) has established a strong reputation as a leading international school in Japan and Asia. Today, we provide world-class **holistic** education to over 1,400 students aged 3-18, representing 65 nationalities. Located on two campuses at the heart of one of the world's most vibrant, culturally rich and exciting cities, we are an **inclusive** school with an international outlook and a strong reputation for excellence and high standards.

Proudly **non-selective** and **not-for-profit**, BST has a rich heritage and distinct identity as an established institution in Japan's changing international education landscape. Our considerable strengths were recognised in 2022 when BST became the first school in Japan to achieve the prestigious COBIS Patron's Accreditation. BST is also a member of the

Federation of British International Schools in Asia (FOBISIA).

In 2024, we became a member of the Council of International Schools (CIS) and were recognised by CIS for "the exceptionally positive school culture and climate, the individual attention and support that students receive from their teachers, the demonstrated willingness to embrace change and innovation, and the strong focus on students' learning outcomes." We started the CIS accreditation process in late 2024.

In 2025, BST was selected as 'Top 100 Private Schools in the World' in Spears Index 2025.



# Guiding Statements

## Vision

At BST, we look to nurture each student's unique potential and strive to help them create a strong sense of self, built around purpose and passion.

## Mission

BST provides an inclusive and holistic education in English for the international community of Tokyo, with our modern British identity incorporating a distinctly international outlook. We are committed to the pursuit of excellence and lifelong learning. We pride ourselves on instilling a sense of integrity, and value our collective responsibility to positively impact the wider world.

## Safeguarding

BST is committed to safeguarding and promoting the welfare of all children and young people, and expects all staff and volunteers to share this commitment.

As part of our safeguarding procedures, shortlisted candidates may be subject to online and social media background checks.

## Core Values

BST's core values act as a guide for students, families, alumni and staff, and underpin our community's decision-making and actions:

- We strive to achieve our personal best.
- We are honest and show kindness, compassion and respect for others.
- We are curious, creative and innovative in our thinking.
- We embrace diversity and celebrate individuality.
- We are internationally minded and culturally aware.
- We have a sense of social and environmental responsibility.



# School Life

## Innovative Teaching and Learning

BST provides a dynamic and inspiring learning environment. At the heart of our learning and teaching process is the [BST Learner Profile](#). Through this framework, our students learn transferable knowledge, skills and dispositions that lead to a better understanding of the world and themselves.

The English National Curriculum provides our students with a rigorous and contextualised learning framework. The curriculum is further enhanced increasingly through the application of concept-based enquiry methods of teaching.

BST has officially been authorised as an IB World School in 2025, and is now providing International

Baccalaureate Diploma Programme (IBDP) to students in Years 12 and 13. The last A-Level cohort is running from 2024 to 2026. This strategic shift is part of the school's commitment to providing an educational experience that aligns with the evolving aspirations and needs of our diverse and dynamic student community.

As a non-selective school, we also intend to gain authorisation to offer the Career-related Programme (CP) and will begin this process soon. These significant changes to our curriculum are the product of a long period of careful consideration and planning.



# School Life

## Broader Curriculum Opportunities

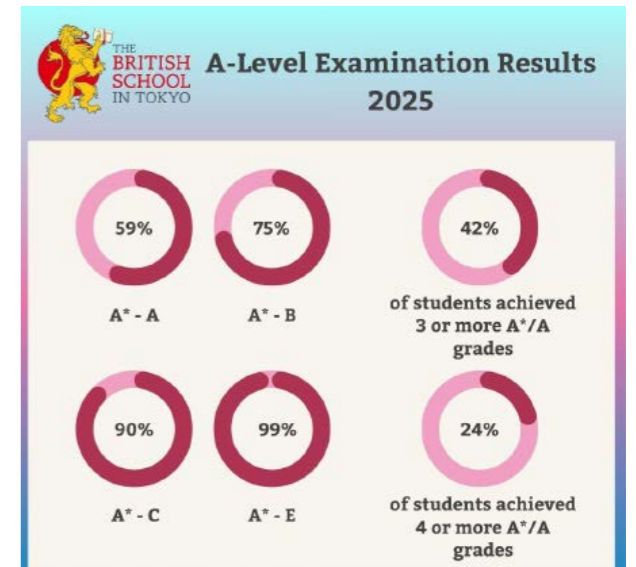
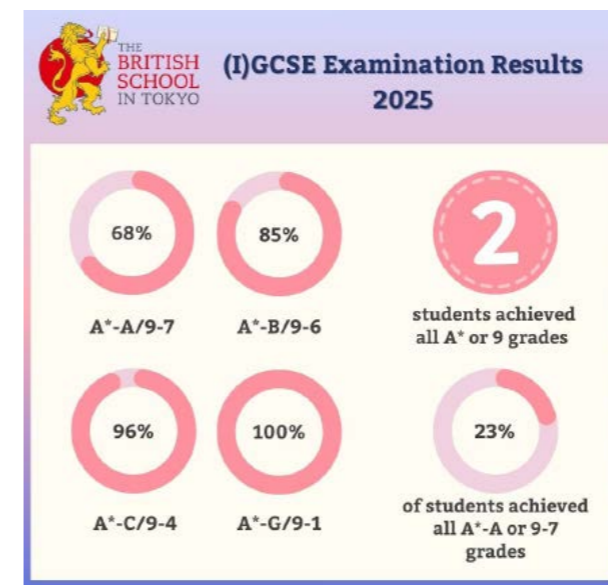
We are committed to providing a holistic education valuing learning opportunities inside and outside the classroom. Opportunities for our students to develop their interests and talents are plentiful, and music, sport, art and drama are significant areas of strength for the School. Over 400 of our students play a musical instrument and we have 22 competitive Secondary teams representing our school in over 100 fixtures and tournaments. We run over 160+ extra-curricular clubs and 30 outdoor residential trips yearly.



# School Life

## Academic Results

In 2025, we celebrated another year of excellent public examination results.



As a non-selective school, of course we are equally proud of our students who may not have attained the highest grades on the scale but managed to attain or surpass their own personal targets and challenges.



# School Life

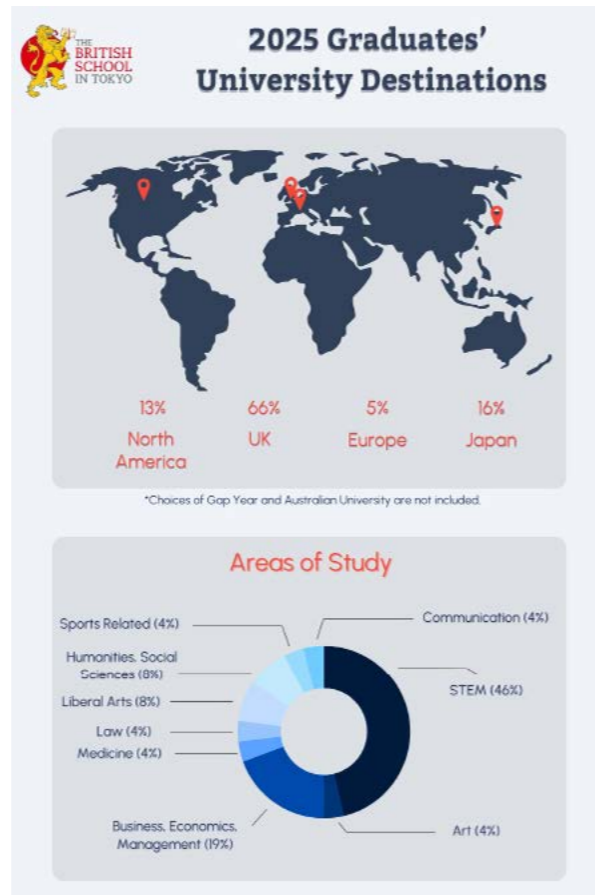
## University Destinations

BST's 'Class of 2025' graduates have achieved outstanding success in securing places at leading universities around the world, a testament to their academic excellence, resilience, and ambition.

Four students have opted to take a gap year before beginning higher education and one will be pursuing a degree apprenticeship. Almost 22% of graduates will be completing applications to universities in Australia and Japan over the coming year.

Some examples of this year's university destinations are:

- Durham University
- Imperial College London
- McGill University
- Queen Mary University of London
- Sophia University
- The London School of Economics and Political Science
- The University of British Columbia
- The University of Manchester
- The University of Osaka
- The University of Twente
- University College London
- University of Bath
- University of Cambridge
- University of Toronto
- University of York
- Waseda University
- Williams College



# Central Tokyo Campuses

The location of our campuses in central Tokyo is a distinctive feature of BST. It is one of the factors that distinguishes us from the new entrants into the international schools market in Tokyo. Our dynamic city provides an extraordinary backdrop, and our students benefit considerably from easy access to Tokyo's museums, parks and cultural institutions. BST currently operates across two campuses: Azabudai Hills and Showa. In August 2023, our state-of-the-art new Primary School campus opened at Azabudai Hills, a step away from Tokyo Tower.

## Azabudai Hills Campus - Primary

As the only international school located in this prestigious new development, we are proud to partner with the Mori Building Corporation in the regeneration of Azabudai Hills - the biggest residential, commercial and educational project in central Tokyo for more than a generation.

Our students will grow and develop in an inspiring learning environment complete with two libraries, a suite of music studios, an art studio and a digital technology studio, two sports pitches, a dance studio, a sports hall and an indoor swimming pool. The Azabudai Hills campus opened with 720 students and has a capacity of 900.





## Central Tokyo Campuses



### Showa Campus - Secondary

The BST Showa Women's University (SWU) campus opened in 2006. Over the years, student numbers have increased, and additional year groups have been added. The Showa campus now houses 630 students from Year 7 to Year 13. From last year onwards, the Secondary School experienced significant growth and moved from 4 form entry to 5 forms. The capacity of our Showa campus will increase to 770 over the next 2 years.

Our students benefit considerably from being on a university campus for Secondary School. The extensive facilities include two art studios, specialist science and computer science laboratories, two sports halls, three sports pitches and a swimming pool.

In 2022, we invested further in our Showa campus by opening a new Senior School Study Centre,

providing our students with independent and collaborative study spaces.

Over the summer this year, significant renovations were completed at this campus, creating an environment that is both functional and inspiring for students and staff, and ensuring that the BST Secondary School is equipped to meet the needs of education in an ever-changing world.



## An Ambitious and Exciting Future

In 2023, BST embarked upon the process of defining the future of the school for the next 10 years. The process, which was orchestrated by an outside consultant, involved voices of all stakeholders and culminated in our 10-year strategic plan. The [2025-2035 strategic plan](#) built on the strengths of the previous plan and also leveraged the massive advantages of campus change in the Primary School with the move to Azabudai, and curriculum change in the Secondary School, with the proposed move to the IBDP.

The plan identified four strategic priorities:

- One School - We are one school, united by our values, our curriculum and our innovative approach to learning.
- Learning focused - We offer inclusive, innovative learning opportunities that enable our students to excel as individuals and to serve others.
- People focused - We are a community that thrives through collaboration, strong

- relationships and a common purpose.
- Future focused - We are committed to the long term sustainability of our school, our community and our world.

Significant progress has been made in each of these four areas. The introduction of the IBDP and IBCP and the opening of a state-of-the-art new Primary campus to rival the best in the world herald the beginning of an important chapter in our remarkable story. We remain committed to building on our distinctive history in Japan and harnessing our strengths to shape the next successful phase of BST's development.





# Governance, Leadership and Partnerships

## Trustees

The Board of Trustees currently consists of 13 members, including the Principal. The Board seeks an appropriate balance of parents and other members of the international community with specific skills and experience that will benefit the School. Trustees may serve in office for a standard term of four years, with two further extensions of two years each on re-election by the Board. The Chair of the Board is Comino Tamura. The Board includes an ex-officio Trustee from the British Embassy in Japan, currently the Deputy Head of Mission and the CEO of COBIS.

The role of Trustees is primarily a strategic one. The Trustees decide the purpose and overall goals of the School and set a framework for their implementation and achievement. The Trustees act individually and as a group as critical friends to the SLT, providing support and challenge.

There are five regular meetings of the full Board during the year. Committee meetings are held before each regular full Board meeting. The Director of Operations is not a member of the Board but is expected to attend full Board meetings and several of the committees.

## Leadership

The Director of Operations is part of the cross-school Senior Leadership Team (SLT) led by the Principal. The team also includes the Head of

Primary, Head of Secondary, Bursar, and Deputy Principal.

The Director of Operations leads the Business Team together with the Bursar.

## Partnerships

BST operates in relationship with multiple stakeholders and maintains strong relationships with our partners. Shibuya Kyoiku Gakuen (SKG), a Japanese private school, is our umbrella organisation for the Primary School while SWU is the umbrella sponsoring institution for our Secondary School. SKG is also our sponsoring organisation for the new Azabudai Hills Campus. SKG and SWU are our legal entities and BST has grown and developed with the strong support of these partner organisations. Our Board of Trustees is independent of SWU and SKG.

In addition to our Japanese partners, BST enjoys a strong and well-established relationship with the British Embassy and associated organisations such as the British Council and the British Chamber of Commerce in Japan.



# Role Description

Director of Operations will lead the Business Team in conjunction with the Principal and the Bursar. The Director of Operations is responsible for the efficient and effective provision of the School's wide-ranging support services and to oversee the efficient management of all school facilities. This is a developing role to meet the increasing demands of a thriving and expanding international school.

Specific areas of responsibility and oversight will include property and facilities management, communications & marketing, IT & Data infrastructure, development, partnerships and compliance with local regulations. The Director of Operations will also oversee essential day-to-day administrative support services.

The successful candidate will be a strategic thinker, a confident communicator with good listening skills and a well-organised leader with a proven track record of people and operations

management in a multi-cultural environment. Expertise in project management, facilities management, marketing and communications or development & advancement administration would be an advantage, as would experience of operational budget planning and management.

Experience in an educational setting is preferred.

Fluency in English is a definite requirement for this position; Japanese language proficiency would be an advantage.

## Purpose

The Director of Operations will report to the Principal of the School and will work closely on a day-to-day basis in partnership with the Heads of Primary and Secondary, the Deputy Principal and the Bursar as part of the school's Senior Leadership Team.



# Role Description

## Job Description

The Director of Operations will make a significant contribution to enacting the school's educational vision through effective management of the school's resources, facilities and systems.

He/she will also play a lead role in the school's strategic planning and in developing the school's external relations. While the detailed job description for the role will be amended to suit the skills and experience of the successful candidate, responsibilities are likely to include:

### Property and Facilities Management

The British School in Tokyo currently operates on two sites, hosted by Shibuya Kyoiku Gakuen (SKG) and Showa Women's University. A key aspect of this role will be to ensure effective communication and the maintenance of good relations with both of these organisations and other related partners. The school also leases an off-site sports facility at Nagasawa which the Director of Operations is responsible for managing.

The Director of Operations is responsible for all aspects of facility management, including ongoing maintenance work and more significant building/ renovation projects. The successful candidate will also assume primary responsibility for the security of students and staff on both sites and at Nagasawa, and will ensure that critical incident plans are in place and updated regularly.

### Strategic Leadership of Development and Corporate & Community Partnerships

Working with external partners to further the schools' vision and mission are a priority. Ensuring the school's educational philosophy and vision are supported by existing and new external partners is key to the success of the organisation. Working with the Corporate & Community Liaison Manager to develop and embed these relationships leads to a wide range of opportunities for the students and the school as a whole.

Development, Advancement, Alumni and Partnerships (DAAP) is a growing area for the school. The Director of Operations will provide strategic leadership to, and be a vital part, of this team. This is a nascent area of school operations and as such the team requires a clear, strategic and logical vision for growth.



# Role Description

### Marketing and Communications

The Director of Operations will oversee and adapt the marketing and communications approach at the school. Marketing and communications support various areas of school operations and it is therefore vital that the approach is joined up and connected to the goals and objectives of the organisation. These functions work with all other departments within the school and the Director of Operations must ensure positive relationships and effective systems underpin this function.

### Health and Safety and Compliance with Local Regulations

The Director of Operations will be expected to take the lead in maintaining the highest standards of Health and Safety at BST, in line with best practice in the UK and in other international schools around the world.

He or she will work with the Deputy Principal to organise and execute regular health and safety risk assessment exercises to determine the main health and safety issues specific to the School.

### Administrative Support Services

In addition to taking overall responsibility for administrative support at both the SKG and the Showa University sites, the Director of Operations will also assume oversight of the annual performance review process for administrative support staff at BST.





## Role Description

Responsibilities will include supervision of the work of the Administration Manager.

### IT & Data Management (Digital Infrastructure)

The Director of Operations will oversee the planning and directing of the School's IT and Data Management strategy and operation.

Responsibilities will include oversight of the work of the Information Technology Manager and Data Manager and their team.

### Person Specification

Core Competencies:

- Collegiate and supportive of others
- Team-player
- Driven towards excellence
- Influential
- Relationship builder
- Talent Manager
- Organised
- Creative
- Innovative
- Constant learner
- Sense of humour

Knowledge & Skills:

- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritise work on multiple projects;
- Highly detail-focused and results-oriented;
- Ability to communicate and interact effectively with multiple constituencies including external partners, parents, staff and students;
- Excellent organisational, planning, and implementation skills;
- Excellent written and verbal communication skills;
- Demonstrated initiative, leadership, and tenacity; and
- Passion for the school's mission and vision.



## Living in Tokyo

A vibrant metropolis of over 13 million people, Tokyo is famed for its rich culture, incredible cuisine, efficient public transportation system and friendly people. Tokyo is a city of modern delights and old-world charms. Its small districts have their own local flavour, and the large expatriate community is welcomed and integrated.

Japan is one of the safest countries in the world and levels of crime are very low. It is safe to walk alone at night and common to see very young children travelling to school unaccompanied on public transport. Collectivism is central to Japanese culture and this very safe environment is maintained by high levels of public trust and collective responsibility. Japan has four very distinct seasons; summers are hot and humid whilst winters are dry and cold, with sunny blue skies the norm. Spring and autumn are usually warm and pleasant. With Nagano only about one hour from Tokyo, winter skiing and summer hiking are popular pastimes.

Tokyo has more 3-starred Michelin restaurants than any other city in the world, yet it also has some of the cheapest local noodle shops you can find – and, of course, everything in between! Tokyo has excellent dental and medical facilities, including a number dedicated to serving the expatriate population. Major hospitals have English speaking staff and most signs are bi-lingual. Western medicines are generally available, though it is a good idea to check before arrival; prescription medicines can be brought into Japan with the appropriate documentation.



# How to Apply and Deadline of Submission

All applications for the role should be submitted via the BST recruitment portal, at <https://www.bst.ac.jp/community/working-at-bst>.

Applications should consist of a full CV and a cover letter addressing the criteria set out in the role description and person specification. All candidates must also complete the application form.

Closing date for applications:  
**Sunday, 31st January 2026**

This post is subject to references and an enhanced DBS check or International Child Protection Check. An attractive package including accommodation will be extended to the successful candidate.



# BST Community





**THE  
BRITISH SCHOOL  
IN TOKYO**

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