

# HOCHALPINES INSTITUT FTAN (HIF)



APPOINTMENT OF  
DIRECTOR OF BUSINESS ADMINISTRATION  
CANDIDATE PACK



---

HOCHALPINES  
INSTITUT FTAN  
SWISS INTERNATIONAL SCHOOL

# CONTENTS

- 03. EXECUTIVE SUMMARY
- 04. ROLE DESCRIPTION
- 06. PERSON SPECIFICATION
- 07. VISION AND MISSION
- 08. STUDENTS COME FIRST/HIF  
PRINCIPLES AND IDEALS
- 09. ONE FAMILY OF SCHOOLS
- 10. EDUCATION IN MOTION
- 11. HOW TO APPLY

# EXECUTIVE SUMMARY

HOCHALPINES INSTITUT FTAN (HIF), SWISS INTERNATIONAL SCHOOL AND SPORTS ACADEMY, WITH A STRONG LOCAL IDENTITY, IS SEEKING A PROFESSIONAL DIRECTOR OF BUSINESS ADMINISTRATION

HOCHALPINES INSTITUT FTAN (HIF), part of the Education in Motion (EiM) Group, has schools across Asia, and is known for its holistic programmes that balance wellbeing, character development and academic success. Our student 'Graduate Worldwide' with the skills and experience to make a positive difference in the world.

Reporting to the Head of Campus, with a matrix reporting line into the EiM Chief Financial Officer, the Director of Business Administration (DBA) will build on the achievements of the established teams and seek to further develop the School's operational activities. They will lead the Operations, HR, IT, Finance and Administration departments in the School.

Successful candidates will be proven and dynamic business professionals, with the credibility to lead highly capable teams.

The DBA must possess the intercultural sensitivity and adaptability required to effectively navigate an international environment. They must be team players, and the opportunities afforded to them of being part of a wider network of schools must genuinely excite them.

Applications should consist of a CV accompanied by a covering letter addressing the criteria in the Person Specification.

To apply, please click 'Apply' to submit your Application.

Appointments will be made subject to receipt of satisfactory references.

The appointed candidates will be offered a salary that is commensurate with their experience and the seniority of their new role.



# ROLE DESCRIPTION

THIS IS AN OPPORTUNITY FOR PROVEN AND INSPIRATIONAL BUSINESS LEADERS TO LEAD A DEVELOPING SCHOOL WITHIN A RAPIDLY GROWING, DYNAMIC AND FORWARD-THINKING FAMILY OF SCHOOLS.

The Director of Business Administration for HIF will hold primary responsibility for all non-academic related activities in Facilities, Operations, Finance, IT and HR to support the delivery of a high-quality education to students. This responsibility also includes the overall risk management and operational compliance in all non-academic functions. The position requires a highly flexible, innovative leader able to inspire others take a prominent role in the school community and share a passion for excellence.

## Key Objectives

- Maintain strong financial, accounting and control procedures that meet the school's financial management plan
- Provide facility management and logistical support services to internal and School community customers
- Develop a well-integrated, directed, efficient and motivated team to run the respective functional areas
- Ensure the School is operating within the constraints of its license and meeting its legal responsibilities
- Manage and oversee day-to-day implementation and support of Group policy and procedures in the Operations, HR, IT, Finance, and administration

## Strategic & Operational Development

- Ensure all activities support the delivery of educational excellence
- In conjunction with the school Leadership Team, develop long term goals and plans for growth and vision
- Provide operational feedback and advice on school management issues
- Act as Project Lead for all non-academic projects initiated by EiM

## Operations

- Develop a five-year capital and maintenance plan and prepare facility maintenance, renovation and construction schedules that ensure completion
- Supported by EiM Coe, ensure a sound Health and Safety framework for the School
- Working to EiM Coe, implement ESG reporting and support the Group in this
- Allocate resources for logistical support as needed

## Administration

- Coordinate reception, secretarial, and nursing



# ROLE DESCRIPTION

THIS IS AN OPPORTUNITY FOR PROVEN AND INSPIRATIONAL BUSINESS LEADERS TO LEAD A DEVELOPING SCHOOL WITHIN A RAPIDLY GROWING, DYNAMIC AND FORWARD-THINKING FAMILY OF SCHOOLS.

## Community Programmed

- Coordinate community event requirements with internal programme requirements e.g. booking of facilities and equipment
- Ensure use of School facilities is properly supported by relevant agreements and liability waivers when appropriate
- Coordinate logistical support for community and internal programmes, e.g. set-up and break down for event
- Incorporate community programme budget requirements into the overall budget
- Develop good relationships with the local community.

## Operational Risk Management and Compliance

- Hold the overall responsibility of operational risk management and compliance, including the functions under this role's supervision.
- Work with EIM Risk Management team and follow the EIM Risk Management Framework



# PERSON SPECIFICATION

## SUCCESSFUL CANDIDATES WILL

- Be a business professional with 10+ years working experience and a passion for education
- Have a design thinking approach to problem solving and the ability to identify and articulate creative solutions
- Be effective at collaborating across boundaries and working in an open and transparent way
- Have consulting and influencing skills
- Be effective managers of change
- Have a deep understanding of the business priorities
- Have a results-oriented “can do” attitude and proactive mindset
- Have excellent communication and presentation skills



# OUR VISION: STUDENT-CENTRED SCHOOL CULTURE

The Hochalpinen Institut Ftan (HIF) is a Swiss International School and Sports Academy founded in 1793 and guided by the humanitarian traditions of Switzerland and the values of the great Swiss educators. True to its legacy, HIF fosters a student-centred school culture and caring relationships between educators and learners. This is manifested in high standards of teaching and learning, the discovery and development of individual talent and achievement within a motivating, supportive community. The school's alpine location and the beauty of its surroundings inspire students to lead healthy, active and outdoor lives. They feel it a duty to protect this natural heritage and to promote the sustainable use of the earth's resources in the interests of all its people. Wherever they live, work and travel, at home and internationally, they are ready to be of help in the spirit of friendly and respectful cooperation.

# OUR MISSION: PREPARE STUDENTS TO FIND FULFILMENT IN THEIR LIVES

At HIF we prepare our students to go out into the world with the knowledge, intellectual skills and emotional maturity to find fulfilment in their personal lives as well as in their academic and professional careers. The school aims to promote open-mindedness, critical thinking, self-directed research and teamwork through teaching and learning with a local, national and international outlook. We challenge our students to become internationally-minded citizens with a sense of responsibility for our shared planet. We want them to understand that fairness, kindness and community spirit help to make the world a better place.

An education at HIF Swiss International School and Sports Academy is aimed at equipping our students with the knowledge and personal skills to navigate the educational and professional challenges of the 21st century. At HIF young people thrive as they discover their individual talents, develop their intellectual and personal potential and learn to appreciate the benefits of active outdoor life in a secure, health-giving environment.

# STUDENTS COME FIRST

'Students come first' is at the heart of everything that we do. Whether it is on campus or in an online environment, all our learning experiences are designed with the needs, talents and capabilities of our students as the focus. We believe that children should be respected and their views should be heard. Helping students cultivate their own voice and choice in the way they learn, and enabling them to become mature learners who can take ownership of their learning, is a big part of life. This is Student Agency and it is critical for academic success and university life.

The School provides a safe, secure and stimulating environment and believe in educating the whole child. Children gain knowledge and understanding of the world by questioning and actively solving problems and working collaboratively together.

Awareness of the natural world and its resources is important as children learn to live their lives honestly with a spirit of respect for themselves and others. The School challenges each child to be the best they can be and supports them in developing a lifelong love of learning.



# HIF PRINCIPLES AND IDEALS

- The bedrock for successful learning and the ability to lead a happy, fulfilling life is for children to feel valued, appreciated and secure.
- Young people thrive when they develop a sense of connectedness with the natural environment and the intense joy to be found in outdoor activities. This promotes good health and a vital sense of personal well-being.
- Each individual student has a unique set of talents, learning preferences and personal qualities. An HIF education helps them discover their talents, develop their potential and pursue their dreams.
- HIF graduates believe in themselves and their ability to succeed
- HIF graduates devote themselves to life-long learning.



## ONE FAMILY OF SCHOOLS

HIF is part of the Education in Motion (EiM) family of schools, whose mission is to pioneer education for a sustainable future.

As part of a larger network, the HIF community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across our network to share best practices and provides opportunities for exchange for both students and teachers.

There are a number of events in which all Colleges and schools participate including the Dulwich Olympiad, Dulwich Games and the MADD Festival for media, art, dance and drama. Graduating students also have the opportunity to be part of the group's Worldwide Alumni Network, which brings together alumni from all over the EiM family.

The founding school, Dulwich College, has a close and forward-looking partnership with the growing network of Dulwich College International schools. This is underpinned by an exclusive worldwide charter agreement to champion the Dulwich name, ethos and best educational practice in the wider world. Dulwich College provides advice and support, for example, in the recruitment of high-calibre teachers from the UK, and also in terms of quality assurance with annual inspections of all schools by staff from London.



# EDUCATION IN MOTION

EDUCATION IN MOTION (EIM) ASPIRES TO BE THE GLOBAL LEADERS IN PIONEERING EDUCATION FOR A SUSTAINABLE FUTURE. ITS FAMILY OF MISSION-ALIGNED SCHOOLS IS COMMITTED TO CREATE MEANINGFUL CHANGE FOR OUR WORLD BY EMPOWERING COMMUNITIES THROUGH INNOVATIVE EDUCATION.

## OUR STORY

The Eim story began in 2003, with parents Fraser White and Karen Yung who began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai – the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to Live Worldwide.

## OUR VISION

We want to pioneer Worldwide education solutions that are innovative, creative and world-changing, with the goal of inspiring and empowering students with the passion, skills and opportunities to make a difference in the world.

To do this, we are committed to investing in and developing education brands with diverse focus areas, but a strong common commitment to the global sustainability agenda.

## OUR FAMILY OF EDUCATION BRANDS



**DULWICH COLLEGE**  
[ INTERNATIONAL ]



**DULWICH INTERNATIONAL  
HIGH SCHOOL**



# HOW TO APPLY

---

Applications should consist of:

- a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
- an up-to-date curriculum vitae;
- names and contact details of three referees (although referees will only be approached at the final stage of the process, and with your express permission).

To apply, please click 'Apply' to submit your Application.

Candidates will be invited to interview in the following weeks.

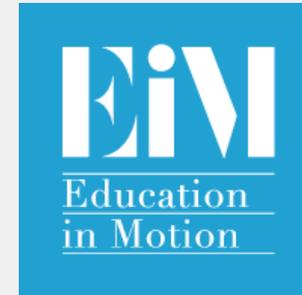
Appointments will be made subject to receipt of satisfactory references.

The appointed candidates will be offered a salary that is commensurate with their experience and the seniority of their new role.

*Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.*

*Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.*

*Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.*



Education in Motion  
#19-01/03 United Square, 101  
Thomson Road, Singapore 307591  
+65 6431 0470