



**DULWICH COLLEGE**  
**| INTERNATIONAL |**



*Renderings and images  
are for reference only. The  
Architectural design is yet  
to be finalised.*

**BRIEF FOR THE APPOINTMENT OF  
DIRECTOR OF BUSINESS ADMINISTRATION  
DULWICH COLLEGE BANGKOK**

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## BACKGROUND

### DULWICH COLLEGE BANGKOK

In May 2024, Education in Motion (EiM) announced its partnership with Sakol Sathapat, a prominent Thailand-based developer, to establish a Dulwich College International in Bangkok.

Scheduled to open in August 2026, Dulwich College Bangkok will join EiM's existing network of international schools in Singapore, Seoul, Shanghai, Beijing, and Suzhou. Dulwich College Bangkok will combine a rich heritage of British international education with Thai architectural elegance, initially catering to 1,000 Early Years and Junior School students, with plans to expand to 1,800 students with the opening of a Senior School by 2029. The College will provide an exceptional educational experience, emphasising academic excellence, holistic development, and the Dulwich ethos.

With a rigorous UK national curriculum enhanced and enriched to accommodate students from Nursery through to Year 13, academic achievement will be supplemented by a rich tapestry of extracurricular activities and state-of-the-art educational resources. Moreover, the school's ethos of holistic development ensures that students emerge as well-rounded individuals prepared to navigate an ever- evolving global landscape.

Dr Joe Spence, Master of Dulwich College noted: 'We are delighted EiM will be opening a new Dulwich International school in Thailand. We look forward to building a strong educational partnership with Dulwich Bangkok, such as we have with all the Dulwich International schools, promoting academic excellence and an holistic education, aligned with the vision and values of Dulwich College.'



## BANGKOK

Bangkok is a vibrant and dynamic city known for its rich cultural heritage, bustling street markets, and thriving international community. Situated in the heart of Southeast Asia, Thailand's capital serves as a major gateway to the region and is a hub of economic, political, and cultural activity. Since the late 20th century, Bangkok has experienced rapid economic growth, becoming a leading city in finance, commerce, and international trade. With its warm climate and welcoming atmosphere, Bangkok is an exciting and enriching place to live and work. Dulwich College Bangkok will be strategically located to leverage these advantages, providing an exceptional education experience in one of Asia's most dynamic cities.



## CAMPUS DESIGN

The campus design for Dulwich College Bangkok aims to create an environment that seamlessly blends traditional Dulwich College architecture, Thai signature elements, and contemporary design within a spacious, green setting. The campus will feature low-rise, human scale buildings that evoke a sense of place and belonging for students.

Each space is designed with an educational purpose in mind, ensuring that the entire campus serves as a learning environment.

The College is set within a natural, tropical landscape, aligning with EiM's strong focus on outdoor learning, and creating a Dulwich Village-style campus inspired by traditional Thai villages. The Village Centre will act as the community's focal point, embodying the concept that "it takes a village to educate a child."

Sustainability is a key focus, with the goal of becoming Thailand's first international school to achieve LEED Gold certification for green building design and WELL Gold certification for promoting health and well-being. Indoor air quality will be enhanced by air filtration systems, ensuring purified fresh air throughout the year.

Dining facilities will feature an open-plan concept with live cooking stations to enhance the dining experience. Spacious classroom sizes will support inquiry-based and project-based learning models in the Primary School.

The campus will also incorporate cutting edge technology throughout and will include biomimicry Science labs with flexible indoor and outdoor learning spaces.

In Phase 2, the campus will expand to include "The Globe," a circular-shaped Performing Arts Centre with seating for 600, designed as a modern Thai adaptation of Shakespeare's Globe Theatre, reflecting Dulwich College's English heritage and commitment to excellence in the Arts.



## EDUCATION IN MOTION

Education in Motion (EiM) aspires to be the global leader 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 EiM school. Today, EiM is a growing family of premier education brands, nurturing more than 11,000 students to Live Worldwide.

## OUR VALUES

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.



# THE ROLE

THIS IS AN EXCITING OPPORTUNITY FOR A PROVEN AND INSPIRATIONAL BUSINESS LEADER TO BE PART OF THE FOUNDING LEADERSHIP TEAM IN OUR START SCHOOL IN BANGKOK WHICH IS A PART OF A RAPIDLY GROWING, DYNAMIC, AND FORWARD-THINKING FAMILY OF SCHOOLS. OPENING ITS DOORS TO STUDENTS IN AUGUST 2026. THE START DATE FOR THIS ROLE IS JANUARY 2025.

## OVERVIEW

We are looking for a Director of Business Administration (DBA) who will oversee the financial and operational aspects of our start-up school in Bangkok.

Pre-opening, the DBA will work closely with the Project Director and founding Head of College to ensure that the school is ready for opening in August 2026. Key areas of focus will include recruiting and building a team and developing the School's operational activities.

The DBA reports to the Head of College with a matrix reporting line into the EiM Chief Financial Officer with responsibility for leading the Operations, HR, IT, Finance and Administration departments in the School.

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

## ROLE OBJECTIVES

- Develop and lead a large, well-integrated, cohesive and motivated general management team to run day-to-day operational activities.
- Lead the delivery of all business services throughout the school.
- Support and offer expert advice across all business services to the Head of College and school leadership team.
- Maintain strong financial, accounting and control procedures that meet the school's financial management plans.
- Establish and sustain positive relationships with the school and local community.
- Ensure robust governance structure, policies and processes are in place across the school.



**KEY AREAS OF FOCUS****SCHOOL LEADERSHIP**

- Provide leadership for the day to day running of the school operations, ensuring that this is in line with the school's educational philosophy. Ensure that students are provided with a caring, appropriately challenging and inspiring learning environment.
- Represent the non-academic staff on the college leadership team.
- Ensure that students are provided with a caring, appropriately challenging and inspiring learning environment.

**FINANCE**

In liaison with the Head of College:

- Lead the budget planning and execution processes for staffing, academic and administrative departments.
- Ensure integrity of accounting figures and statutory reports.
- Complete statutory audit and taxation returns to required standards.
- Review and sign off on monthly payroll figures, budget and operational expenditure.
- Manage the ordering of resources and equipment.
- Support the admissions and marketing team with guidance on fees and terms and conditions of the school.
- Maintain positive links and effectively promote the school within the local and international community.

**HUMAN RESOURCES**

- Develop staffing requirement plans with the Head of College and Heads of school.
- Devise a strategy for recruiting the best people to deliver school support services.
- Provide coaching and development for support staff, including career development opportunities.
- Oversee HR processes and policies and act as the senior HR advisor to the Head of College.
- Oversee the management of payroll and staff benefits, including school housing.
- Facilitate the performance management process across the support team, including regular review and development discussions.
- Ensure terms of employment and HR practices and policies meet regulatory requirements and group policy.

**ADMINISTRATION**

- Coordinate reception, secretarial, nursing, reprographics and warehouse support.

**COMMUNITY PROGRAMMES**

- Ensure use of school facilities is properly supported by relevant agreements and liability waivers when appropriate.
- Coordinate logistical support for community and internal programmes.
- Enhance relationships with the local community, encouraging use of the campus facilities on a payment basis when the school is not in session.

**OPERATIONS**

- Lead the provision and delivery of catering, cleaning, security and maintenance services across the entire campus, managing the respective service providers.
- Develop and execute strategic plans that will retain the school's position as the leader in the provision of high-quality infrastructure and services.
- Lead reviews, inspections and initiatives to ensure environment, health and safety (EHS) standards are maintained at a high level within the campus at all times.
- Oversee the annual review and renewal of school insurance policies ensuring all school staff, students and activities are covered adequately, with the support of the EIM divisional team.

**INFORMATION TECHNOLOGY**

- Ensure IT staff provide timely and quality educational support.
- Lead IT budget planning with support from technical and academic leaders.
- Manage IT support team to deliver high-level service to students and staff.
- Review and sign off on monthly payroll figures, budget and operational expenditure.
- Manage the ordering of resources and equipment.
- Oversee school IT administrative systems, ensuring proper access controls are maintained.
- Oversee the provision of campus security, CCTV and access control systems to ensure that the school is a secure environment for students, staff and parents at all times.

**STRATEGIC & OPERATIONAL DEVELOPMENT**

- Ensure all activities support the delivery of educational excellence.
- In conjunction with school leadership team, develop long term development goals and plans for school growth and vision.
- Act as project lead for all non-academic projects initiated by the EIM Group.

# THE PERSON

THE ESTABLISHMENT OF DULWICH COLLEGE BANGKOK PRESENTS A DISTINCTIVE OPPORTUNITY FOR AN IMAGINATIVE, INNOVATIVE, AND VISIONARY LEADER WHO WISHES TO LEAD WORLDWIDE.

The successful candidate must possess the intercultural sensitivity and adaptability required to effectively navigate an international environment. The successful candidate must be a self-starter, who is driven to take the initiative and achieve high standards in a challenging environment. They will be practical and solution focussed, with a hands-on approach to leadership, as well as a strong bias for action and getting results. A people person, they will be excited to form and lead a team, and be part of a larger Group of schools.

## QUALIFICATIONS & EXPERIENCE

- A minimum of a Bachelor's degree, ideally in business management or a related business field.
- 15+ years working experience, preferably in international education in Thailand or in Asia in general.
- A self-starter with proven leadership capability, and experience of building teams and developing staff.
- Strong financial skills, with demonstrated experience with budget development and cost management.
- Extensive HR experience, with a proven track record of handling challenging issues in an empathetic manner.
- Strong written, oral communication, presentation and organizational skills.
- Strong initiative, outstanding integrity and excellent judgment.
- Related experience in a school start-up would be highly beneficial.

## PERSONAL QUALITIES

- Be a highly committed team player with the drive, energy and passion to develop a new and forward- looking school and work within a network of schools.
- Have a genuine commitment to putting children first while setting high personal and professional expectations.
- Demonstrate excellent communication and relationship building skills. Establish and sustain positive relationships with the school and local community.
- An effective strategic thinker able to analyse problems, reach reasoned judgements and resolve issues.
- Be motivated and passionate about delivering the best in education.
- Perform effectively with integrity under pressure.
- Show initiative and be able to pre-empt issues and challenges.



- Be motivational and inspiring to students, parents and staff.
- Present as an effective and confident ambassador for the school.
- Open to constructive feedback from all stakeholders.
- Operate tactically and strategically, with a results-oriented and proactive mindset.
- Effective at collaborating across boundaries in an open and transparent manner, while also having strong consulting and influencing skills.
- Have deep understanding of the business and its priorities.



# HOW TO APPLY

The closing date for applications is **9am Friday 23 August**.

Initial interviews will be conducted in September.

Candidates progressing to the final stage will be invited for in-person interviews in October.

To apply, please submit a CV and letter of application to: [careers@eimglobal.com](mailto:careers@eimglobal.com)

For a conversation in confidence, please contact:

Liz Cleary: +65 9455 7450

[liz.cleary@eimglobal.com](mailto:liz.cleary@eimglobal.com)



## PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## DIVERSITY, EQUITY, AND INCLUSION

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.

## SAFER RECRUITMENT PRACTICE

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer 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, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## QUALIFICATIONS, IDENTIFICATION, HEALTH AND BACKGROUND CHECKS

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.



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DULWICH.ORG