



Star International School Mirdif, is a rapidly growing British curriculum school in Dubai. We are an ambitious school that aspires to be the very best version of ourselves, and for those who join us, we would help them do the same. We seek individuals who want to make a difference in the world, seeing themselves as lifelong learners, committed to putting children at the heart of everything they do. We want talent who align closely with our vision, mission and values. If you feel you can champion these, then please apply to join the Star Mirdif family as its new Operations Manager.

- Vision: To grow the future leaders and global citizens of tomorrow, who will Go Beyond and change our world for the better.
- Mission: Through amazing learning opportunities and personalised pathways, our educators and students Go Beyond to ensure every member of our Star Family achieves their personal best both inside and beyond the classroom
- Values: Self-belief, teamwork, adventure, respect

Star International School Mirdif is a community school that is rooted in kindness and amazing learning. We offer our pupils:

- Centre of research informed T&L
- EdTech best practice with AI powered T&L
- Awe & Wonder offering beyond the National curriculum
- STEAM+ curriculum focusing on global and cosmic problems
- Safe with incredible learning behaviours
- EYFS-Post-16 (GCSE/A-Level/BTEC) British curriculum school in the heart of Mirdif Dubai

ISP Principles

- **Begin with our children and students.** Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.
- **Treat everyone with care and respect.** We look after one another, embrace similarities and differences and promote the well-being of self and others.
- **Operate effectively.** We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.
- **Learn continuously.** Getting better is what drives us. We positively engage with personal and professional development and school improvement.

Key qualities and skills:

- To be friendly, approachable, professional, credible and knowledgeable, able to work independently and as part of a team
- To be able to speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- To be able to communicate information and ideas clearly and concisely, in writing; read and understand information presented in writing
- To work with, or contribute to, a work group or team to complete assigned task(s)



- To plan, organise and prioritise time and workload in order to accomplish tasks and meet deadlines
- To make a decision or solve a problem by using logic to identify key facts, explore alternatives and propose suitable solutions
- To be able to understand how the role contributes to the schools aim of being the school of choice within the local community

Core purposes:

- To manage all aspects of operations, facilities and operational health and safety, leading by example and maintaining 'best and safe work practice' at all times, showing a positive, professional and methodical approach, so the school can operate safely and professionally
- To have a full understanding of the MEP infrastructure in the school and be able to respond immediately to any operational requirements so far as is practical, legal and affordable as per current and planned policies and/or budgetary constraints enforced by ISP and the local regulatory bodies
- To manage all maintenance/service level agreements / in house operational matters within the school

Key duties include:

- To ensure the school is set up for all curricular and extra-curricular activities as required
- To arrange weekly operational meetings and regular OHS meetings
- To take responsibility for all maintenance tasks within the school
- To implement, monitor and evaluate risk assessments
- To ensure that relevant health and safety routines, including emergency procedures and policies are in place and communicated with the whole school community
- To prepare facilities reports as required
- To manage the operational budget as per the school scheme of delegation
- To support other ISP schools as required
- To support the leadership of the school with staff accommodation needs
- To manage and oversee the provision of buses and associated issues such as routes and bus processes
- To manage and oversee the work of the security team, facilities team, cleaners, janitor and gardener and all other external contractor's/service providers
- To line manage the bus and clearing supervisors
- To undertake space/furniture audits as required
- To follow ISP/school procurement policy and raise LPOs as required.
- To co-ordinate and ensure school facilities post contract are ready for third party use in full compliance with signed rental agreement and SLA
- To liaise with the school's Senior Leadership Team (SLT), and to assist with all relevant aspects relating to facilities operations, manage and comply with ISP Operational/FM Policies
- To ensure all 'Preventative Maintenance' is evaluated and planned in accordance with the school's timetable (key maintenance should be done during the holidays where practical to minimise disruption to the assigned school paying special attention to IT/MEP infrastructure/assets)
- To ensure school facilities are ready for any planned or unplanned inspections
- To ensure continuing compliance with ISP, OSHAD, KHDA, DHA and MoE (OSHMS - Occupational, Safety & Health Management Systems) as and when legislation may change.
- To monitor operational costs within the school environment.
- To monitor, liaise and report to maintain standards of specialist subcontractors such as, but not limited to, pool maintenance, security, catering, transport, waste management and



cleaning. In addition, ensure that time sheets are monitored and any potential financial exposure or risk is recognised and highlighted to SLT & HoO -ME.

- To liaise with internal and external providers to obtain the best level of service for the school as directed by SLT/ISP
- To monitor and report back the functionality of the new building so that any issues or snags are properly escalated
- To co-ordinate all aspects of Health and Safety and Fire Safety including co-ordination of Civil Defence Annual Inspections to re-new school license
- To lead the work of the school EHS committee
- To control all organised events, paying particular attention to ministry compliance, including the Health and Safety and welfare of all staff/students and parents
- To ensure the safety of the school assets entrusted to third parties when these are being transferred from sites by ensuring 'Gate Passes' are completed
- To communicate and drive ideas and have a full understanding of the diverse cultural requirements within the school/UAE
- To receive training and use the knowledge acquired for the benefit of the school and for personal development
- To ensure the school has adequate non-teaching equipment (e.g. cleaning equipment, water etc.) to function on a day-to-day basis
- To ensure evening/weekend events within the school are monitored carefully
- To lead the procurement of furniture and fittings needed as the school grows and develops

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

ISP Leadership Competencies

You consistently demonstrate and role-model the ISP Leadership Competencies in all that you do.

1. **Collaboration.** Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
2. **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
3. **Innovation Leadership.** Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
4. **Outcome driven.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
5. **Resilience.** Can deal with setbacks and challenges calmly and effectively.
6. **Community Focus.** Is committed to meeting and exceeding the needs and expectations of our students and their families.
7. **Integrity & Ethical Management.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose and Principles.



8. **Leading & Inspiring Others.** Supports, encourages and inspires students, colleagues and teams so that they give their best.
9. **Understanding People.** Is a very good judge of talent, can objectively articulate the strengths and motivations of people inside or outside the organisation.
10. **Influencing & Communication.** Consistently informs, influences and inspires students, parents and colleagues through timely and effective communication.
11. **Agile.** Responds and adapts to changing circumstances; manages and solves problems by providing solutions in a climate of ambiguity.
12. **Strategic, Commercial & Financial Awareness.** Has the ability to apply understanding of the business and industry to improve effectiveness and profitability.
13. **Planning & Decision Making.** Makes decisions on the best course of action and then plans, organises, prioritises and balances resources to achieve the desired outcome.
14. **Diversity & Equity.** Has the sensitivity, awareness and skill to understand the values, behaviours, attitudes and practices across cultures that supports all children and adults to learn and work effectively.

ISP Commitment to Safeguarding Principles

Star International school and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of age, disability status, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.