



JOB DESCRIPTION

Job Title: Chief Operating Officer	Department: Senior Leadership Team
Reports to: Director	
Role: The Chief Operating Officer (COO) will play a pivotal role in the strategic leadership and operational management of The British School New Delhi. This role oversees finance, security, procurement, operations, IT, compliance, and project management to ensure the school’s strategic goals are met efficiently and effectively. The COO will work closely with the Director and other stakeholders to foster a safe, innovative, and high-performing educational environment.	
Key Accountabilities: <div>1. Financial Oversight:<ul style="list-style-type: none">• Develop and manage the school’s budget, ensuring alignment with strategic goals.• Oversee the financial management of the school, including budgeting, forecasting, and financial reporting.• Periodically review expenses to improve efficiency of spending.• Ensure compliance with financial regulations and school policies and maintain accurate financial records.</div> <div>2. Procurement Management:<ul style="list-style-type: none">• Oversee procurement processes, ensuring cost-effectiveness and quality standards.• Ensure compliance with procurement policies and regulations.</div> <div>3. Compliance Oversight:<ul style="list-style-type: none">• Ensure adherence to all legal and regulatory requirements relevant to the school's operations.• Initiate policy recommendations and ensure the school is compliant with local laws, and the policies and by-laws agreed by the Board. Track and monitor the compliance software.• Lead and initiate internal and statutory audits to ensure compliance standards are met.</div> <div>4. Information Technology (IT):<ul style="list-style-type: none">• Lead the development and implementation of IT strategies that support the school's educational objectives.• Oversee the management of IT infrastructure, ensuring data security and privacy compliance.</div>	

5. Project Management:

- Lead and oversee major school projects, ensuring they are completed on time, within budget, and to specification.
- Foster a culture of project management excellence across the organisation.
- Coordinate with various departments to align project goals with the school's strategic plan.

6. Team Management:

- Line manage the Head of Business and Finance, Senior Manager of Procurement, Technology Leader-Infrastructure & Operations, Head of Operations, and Compliance Manager.
- Foster a collaborative and high-performance culture within the operations team.
- Provide mentorship, support, and professional development opportunities for team members.

7. Strategic Planning:

- Contribute to the development and execution of the school's strategic plan.
- Identify opportunities for growth, innovation, and improvement in operational functions.
- Engage with stakeholders, including faculty, parents, and community members, to enhance the school's reputation and effectiveness.
- Advise the Director on key planning issues and make recommendations on strategic business decisions relating to the school building and its operations.

8. Operational Leadership:

- Oversee day-to-day operational activities, ensuring smooth functioning across all departments.
- Manage the maintenance and development of school facilities, ensuring a safe and conducive learning environment.
- Oversee security measures and emergency preparedness plans to protect students, staff, and property.
- Implement operational policies and procedures to improve efficiency and effectiveness.
- Collaborate with department heads to identify areas for operational improvement.
- Oversee facilities, security and projects functions that support and assist the teaching provision deliver excellence.
- Lead crisis management planning and response strategies.

- Ensure that appropriate risk assessments are undertaken before sanctioning and participating in any potentially hazardous activity and ensure a robust crisis management plan is in place.
- Manage, monitor, and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.
- Support the Director in the day-to-day operational matters of the school.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

This JD lists all the key responsibilities and tasks. The position holder may be required to do additional tasks to fulfil the role effectively.

Personal Attributes :

- Excellent written and spoken English.
- Ability to take initiative and motivate others.
- Ability to communicate effectively to all stakeholders.
- Solution focused.
- Ability to work in a team.
- Sound judgement skills to act as first communicator during crises.
- Ability to work as part of a team.
- Commitment to the mission and values of the school.
- Integrity, transparency, and accountability in all actions.
- Ability to work collaboratively in a multicultural environment.

Experience/Qualifications/Skills

- MBA in Finance, Education Management, or a related field.
- Minimum of 15 years of experience in senior operational roles, ideally in education, private sector, or international settings.
- Strong understanding of financial management, procurement practices, and compliance regulations.
- Proven leadership skills with the ability to inspire and motivate a diverse team.
- Excellent communication, interpersonal and presentation skills.
- Strategic thinker with a strong problem-solving orientation

Safeguarding Information



The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.