



Bangkok Patana School
The British International School in Thailand
Established 1957



Bangkok Patana School

Appointment Details - Business Director

January 2021



Bangkok Patana School
The British International School in Thailand
Established 1957

GUIDING STATEMENTS

MISSION

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

VISION

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.



VALUES

WELL-BEING

WE ARE

- Protected, safe and secure
- Motivated and engaged
- Responsible and honest
- Kind and compassionate
- Balanced and fulfilled

LEARNING

WE ARE

- Rigorous
- Inquisitive and creative
- Collaborative and confident communicators
- Critical, reflective thinkers
- Passionate, resourceful and resilient

GLOBAL CITIZENSHIP

WE ARE

- Committed to integrity
- Active volunteers
- Diverse and inclusive
- Ethical and informed
- Empowered by our interculturalism
- Inspired to improve global sustainability
- Respectful contributors to digital and local communities



As the oldest and largest British international school in Thailand, Bangkok Patana School has well earned its strong reputation for academic, sporting, arts and extra-curricular excellence. It is a not-for-profit school; the Board and management act on our core values of Well-Being, Learning and Global Citizenship.

We are a truly international school with more than 60 countries represented within our student body of over 2,200 children. We offer the English National Curriculum, IGCSEs/GCSEs and the IBDP. We are committed to the rigour of British education and emphasise hard work, integrity, strong moral principles and fairness. Our strong pastoral system supports student well-being and allows them to fulfil their potential.

Our well-appointed campus boasts some of the best learning environments in Asia. Every area is purpose-built and has been recently renovated with the involvement of students and faculty. One of the unique characteristics of our campus is the inclusion of collaborative working areas throughout the school. In addition, students can take advantage of the state-of-the-art Science Centre, an Arts Centre which has two theatres, sound-proofed music rooms, numerous Drama studios with mirrors and sprung floors and Art classes abundant in natural light. The Sports Complex has eight Tennis Courts and four full-size 11-a-side football pitches (in addition to the pitches on the school side).

The Business Department provides key support throughout the school and at all levels. Many of these people have served the organisation for a long time and share deep pride in being a part of its success.

The Business Director is a key person in shaping the expectations and outcomes of our organisation.



ORGANISATIONAL STRUCTURE

The Head of School leads an organisation with four main sections:

- Primary School - led by Principal, Primary School
- Secondary School - led by Principal, Secondary School
- Cross Campus - led by Principal, Cross Campus
- Business - led by the Business Director

These five people comprise the Senior Leadership Team.

The Business Department has eight main sections, each led by a Head of Department:

- Admissions
- Development, Alumni and Marketing
- Finance
- Government Liaison and Health and Safety
- Human Resources
- ISIT
- Services

As our school is a not-for-profit organisation, we do not have shareholders. The Bangkok Patana School Foundation Board ensures the organisation is maintained and protected now and into the future.

[The Stewardship](#) booklet and the [Student Achievement](#) booklet both give an annual overview of the organisation.

CANDIDATE PROFILE

Our **Business Director** will be a dynamic, approachable and strategic leader with high integrity.

The successful candidate is likely to fit most, if not all, of the following profile.



Experience and Qualifications

The successful applicant will have at least ten years of progressively responsible management and supervisory experience in at least one of the general administrative areas of finance, strategic planning, human resources or a related field. Prior experience in education and/or with not-for-profit organisations is a benefit. At least a bachelor's degree from an accredited university or institution in business, public administration, finance or a closely related field.

Personal Attributes and Characteristics

The successful candidate will be:

- an exceptional leader who shares Bangkok Patana School's values and vision for the future of the education of students in the 21st century;
- an individual with vision and foresight who will support Bangkok Patana School on its journey from being a very good school to an outstanding school;
- honest and trustworthy with high ethical standards;
- an analytical individual with an intuitive understanding of business;
- a reflective leader with the interpersonal skills to work collaboratively, and build capacity through delegation and accountability;
- a compassionate, caring and approachable leader with a commitment to valuing and encouraging staff at all levels;
- a leader with the management skills to monitor effectiveness and performance.

THE BUSINESS DEPARTMENT



Through its long history, Bangkok Patana School has believed that in order to deliver the best service, we need to have our own team of support staff who are able to be flexible in meeting the needs of the community. We have a dedicated team of more than 300 business staff from gardeners, housekeepers, technicians, bus monitors, cooks and office staff who work to support our students. Business staff are the backbone that allow academic staff and students to focus on education and learning.

Our business staff are dedicated to the organisation. About one-third have worked with the organisation for more than ten years and two-thirds have more than five years of service. The School prides itself on providing good work environments, high safety standards and the appropriate tools for the job, while expecting a high level of performance. Training is provided throughout the year to ensure staff upskill and are cognisant of best practice.

THE APPLICATION PROCESS

Applicants are invited to email a two-page curriculum vitae to Khun Kulvadee Siribhadra, Director of the Foundation Board at board@patana.ac.th.

Timeline

The deadline for applications is **22nd January 2021**.

Long-listed candidates will be contacted by **27th January 2021** and will be invited to an interview.

We expect the candidate to be in place by 26th April, if not earlier.



Salary and Benefits

There is a competitive salary and benefits package commensurate with the position and the experience and qualifications of the successful applicant.

For further information, please email Khun Kulvadee Siribhadra at board@patana.ac.th.

JOB DESCRIPTION - BUSINESS DIRECTOR

The Business Director is primarily responsible for providing direction and management over these functional areas:

- Admissions
- Building and Grounds
- Development , Alumni and Marketing
- Finance and Accounting
- Government Liaison and Health and Safety
- Human Resources
- IS/IT
- Services

The Business Director shall be responsible through the Head of School, to the Steering Committee and ultimately to the Board of Trustees of Bangkok Patana School Foundation Board (Foundation Board).



Role and Position in the Organisation

The Business Director is an employee of the Foundation Board. She/He reports to the Head of School and the Chair of the Steering Committee. She/He shall be an ex-officio of all Committees, except for the Internal Audit Committee. The Business Director will attend all meetings of the Foundation Board, Steering Committee and other Committees when invited and provide reports as required.

Some of the Board meetings the Business Director shall/may be invited to attend include:

- Foundation Board
- School Executive Board
- Steering Committee
- Finance Sub-Committee
- Human Resources Sub-Committee
- Building and Grounds Sub-Committee
- Marketing and Development Sub-Committee

Key Relationships

- Head of School
- Board members
- Board Committee Chairs and members
- Board Sub-Committee Chairs and members
- Heads of Department
- School Principals

Responsibilities, by area

A: Strategic Planning/Policies and Procedures

A1. Operational and Financial Strategic Planning

- organise, facilitate and recommend in relation to the development of Bangkok Patana School's (BPS) and Bangkok Patana School Foundation's (BPSF) overall long term strategy in both operational and financial areas;
- provide supporting information, i.e. the analysis of historical performance comparing to forecasted financial statements and annual budget, forecasting economic trends and predicting impact which might occur from changes in both internal and external environments.

A2. Review of Policies and Procedures Compliance

- review compliance with existing internal control policies and procedures and Implement suggested recommendations for improvements;
- evaluate operational internal control weakness and modify with new procedures;
- work closely with the Internal Audit Committee in responding to internal/external audit findings and report on status and implementation;
- perform other duties as assigned.

B Financial and Business Operations

Responsible for the oversight of operations of the School's Business division through each of the departments listed below. The Business Director shall exercise her/his responsibility through delegating authority of day-to-day management to the respective Department Heads.

B1. Finance and Accounting Department

Through delegating to the Financial Controller,

- oversee general priority of work requirements;
- oversee the financial, accounting and purchasing departments;
- provide control measures;
- ensure the effective and efficient administration of financial operations of the School in accordance with the policies as approved by the Foundation Board;
- oversee annual operational and capital budgets via the Financial Controller;
- plan, organise, direct and coordinate the annual budget preparations and reporting requirements;
- advise staff on various budget, financial and business practices;
- review, monitor and analyse the reasonableness of budgetary requests;
- recommend appropriate balance and use of resources;
- address policy issues applicable to budget preparation;
- coordinate with the Head of School on the budget and present the budget to the Finance Committee, Steering Committee and the Foundation Board.
- perform other duties as assigned.

B2. Human Resources Department

Through delegating to the Head of Human Resources, oversee the human resources functional areas, which include:

- plan organise, direct and coordinate the administration and maintenance of a comprehensive human resources programme involving overseeing the development, administration and implementation of personnel rules, regula-

tions, policies and procedures;

- the Human Resources responsibility area includes staff requirement planning, payroll, salary and benefit administrations and personnel records for both expatriate and local staff
- recruiting of staff and appropriate communication with senior management, Head of School, Steering Committee and the Foundation Board;
- provide training and development opportunities for staff;
- communicate to staff on policy and management issues, as necessary;
- oversee staff relations, handle personnel conflicts and seek resolution, including discipline where necessary;
- perform other duties as assigned.

B3. Services Department

Through delegating to the Head of Services, oversee the activities of the School's Administration, Transport, Medical, Security and Food Services Departments and perform other duties as assigned.

B4. Buildings and Grounds Department

Through delegating to the Head of Buildings and Grounds, oversee overall support for school facilities, maintenance of School buildings and grounds, as well as the implementation of building and construction within the framework of the School's development Plan. This includes:

- manage/maintain current School space and equipment inventories;
- ensure adequate equipment in facilities;
- ensure appropriate maintenance of school facilities and equipment;
- overall responsibility for gardening and housekeeping;
- perform other duties as assigned.

B5. Admissions Department

Through the Head of Admissions and the Head of School, oversee the general activities of the Admissions Department. This includes:

- manage the admissions process for prospective families
- keep student records
- track trends and provide statistical information to meet management and budgeting purposes;
- coordinate with academic leaders to determine the admissibility of applicants using established School admissions criteria;
- perform other duties as assigned.

B6. Information System / Information Technology (IS/IT) Department

Through delegating to the Head of IS/IT, oversee the School's general information technology functional area. This includes:

- plan, organise, direct and coordinate the full range of duties related to overseeing short and long term planning of IT software and hardware requirements, selection, deployment and use;
- administration of information technology;
- ensure central backup and recovery services are available;
- ensure security and privacy requirements are addressed;
- oversee the implementation and/or maintenance of a systems training and support programme to provide staff with technological skills for vital functions and to provide in-house expertise to support critical functions of the School;
- ensure compliance with software licenses;
- ensure compliance with the relevant laws;
- perform other duties as assigned.

B7. Government Liaison and Health and Safety Department

Through delegating to the Head of Government Liaison, oversee the activities of the department. These include:

- effective liaison with relevant Government authorities and other external organisations;
- ensuring the School's operations are in compliance with prevailing laws and regulations in Thailand;
- updating the school's health and safety procedures and policies;
- responding to accidents and health and safety incidents in School;
- perform other duties as assigned.

B8. Development, Alumni and Marketing Department

Through delegation to the Head of Development, Alumni and Marketing, oversee the activities of the Department.

These include:

- oversee the School's brand and image internally and externally;
- engage in marketing activities to promote the school;
- publish and update school publications;
- oversee the alumni programme;
- aid the Director of the Foundation Board in development activities;
- perform other duties as assigned.



C. Job Demands

C1. Required Knowledge

Proficient knowledge of general principles of leadership and management, labour relations and personnel management and practices. In addition, knowledge in the following areas will be beneficial:

- local laws, regulations and rules applicable to the functional areas assigned;
- policies, procedures and functions of international organisations, preferably international schools;
- financial forecasting and performance monitoring capabilities;
- financial planning and budget development and administration skills;
- interviewing and negotiation techniques;
- Governmental function, organisation and relationships; and
- general business, financial principles and practices.

C2. Required Abilities

- plan, organise, direct, coordinate and supervise work and staff engaged in the assigned functional areas;
- gather, assemble, analyse and evaluate financial information, and make strategic analyses and financial projections;
- interpret and apply laws, rules and regulation impacting the School's / Foundation's finances;
- analyse and resolve a variety of complex financial, administrative and operational issues;
- communicate effectively, both orally and in writing;
- establish and maintain cooperative working relationships;
- supervise, lead and direct the work of assigned staff; and
- ensure the provision of safe, reliable and quality service operations.



Bangkok Patana School

*The British International School in Thailand
Established 1957*

www.patana.ac.th
hrdepartment@patana.ac.th
Tel: +66 (0) 2785 2200