

# General Manager

commencing as soon as possible  
- 42.5 hours/week -

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CURRICULUM



The General Manager holds a key role in the senior management team, securing operational excellence, overseeing strategy implementation and driving financially sustainable growth of GESS Singapore.

The primary responsibility of the General Manager is to lead GESS' operations and establish efficient and effective procedures. This includes development, design and improvement of systems to manage human resources and IT. The General Manager holds a critical function in implementing the strategy of the school in accordance with capital budgets and ensuring the financial sustainability of the school.

The General Manager reports directly into the Principal and has multiple direct and indirect reports. As such, the role requires not only proven managerial qualifications but also excellent leadership capabilities.

## RESPONSIBILITIES/DUTIES:

- Developing and cascading the organization's strategy/mission statement to the assigned staff, and implementing appropriate practices to align personnel with school's goals;
- Develop, in collaboration with the SMT and the Board of Governors, an annual operating plan in accordance with GESS' long term operations strategy;
- Oversee the financial planning and ensure financial sustainability of GESS
- Assess and manage the principal risks of GESS' business operations (e.g. maintenance, infrastructure, projects and staffing, succession planning);
- Set comprehensive goals for performance. Specify and execute reporting tools and methodology to oversee performance measurement for the operation. Analyze, evaluate and report performance related data and metrics on scheduled basis e.g. in the form of dashboards convenient for review of high level KPI.
- Heading, leading, coaching and motivating heads of departments and employees to encourage maximum performance and dedication. Monitoring and assessment of staff performance.
- Develop action plans to establish and drive continuous improvement.
- Lead the establishment and implementation of school policies (for non-academic domains: business & operations, health & safety, HR) and oversee compliance.
- Contribute to establishment and support implementation of school policies (for academic domains).
- Perform other functions related to the office of the General Manager or as may be requested by the Principal or the Board of Governors.

## EXPERIENCE/EDUCATION:

- Degree in (International) Business Administration or equivalent. Higher/advanced degree of advantage.
- 10 - 15 years' experience in management, preferably in an equivalent role of an educational organization
- Demonstrable/proven competency in strategic planning and business development
- Outstanding organizational abilities and proven leadership experience, including strong aptitude in problem solving (in a consensus driven approach).
- Excellent people management skills

## QUALIFICATIONS/OTHER REQUIREMENTS:

- Excellent understanding of GESS mission, vision and strategy. Understand company policies and procedures related to marketing, maintenance, distribution, communication and engineering
- Excellent interpersonal and communication (incl. presentation and public speaking) skills (German, English, written and verbal). Other languages will be of advantage.
- Excellent situation-management and problem solving skills
- Proven ability to work pro-actively and autonomously in a collaborative manner.
- Excellent financial management with proven ability to manage budgets and drive growth at the same time
- Ability to lead various teams of non-academic staff with good leadership skill, positive thinking and open-minded
- Ability to liaise and cooperate with all areas and levels of school staff (academic & non-academic)
- Customer focused and able to ensure achievement of outstanding customer satisfaction
- Good working knowledge of data analysis and performance/operation metrics
- Good working knowledge of IT/Business infrastructure and relevant applications
- Attend meetings of the Board and its Committees and present the information necessary or relevant to the Board or such Committee
- Maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels;
- Foster a corporate culture that promotes ethical practices, customer focus and service and encourages individual integrity;

We offer an exciting working environment in an international and cooperative team. Submit your application via our Careers Page at [www.gess.hbcareers.com](http://www.gess.hbcareers.com).



German European School Singapore

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