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校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

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The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English— providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position:

DIRECTOR OF OPERATIONS

The Director of Operations works closely with the senior management of GSIS to develop and manage the overall school operations including facilities management, procurement, Health and Safety, and school logistics. The Director of Operations regularly evaluates the efficiency of business procedures to support GSIS in fulfilling its mission, vision, and educational excellence. The appointed person will lead and manage all staff in the facilities and operations team. The Director of Operations will report to the Chief Administrative Officer.

JOB RESPONSIBILITIES

- To ensure an efficient and effective administration in support of the overall operations through formulating, monitoring, and implementing policies and procedures.
- In conjunction with the Facilities Team and the Building Committee to give input and lead the implementation of a Building and Maintenance Development Plan.
- To formulate, monitor, implement and review the School's health & safety policy ensuring compliance with all health & safety requirements.
- Ensure the interior and exterior of the school facilities are maintained in a manner that is safe, secure, and aesthetically presentable ensuring an optimal learning environment.
- Oversee emergency procedures in the school.
- Identify and appoint vendors/suppliers for various school-related materials, services, supplies, and equipment and ensure good working relationships are maintained.
- Manage the performance of external service providers such as catering, security, uniform, and other maintenance contractors.
- To ensure a safe and efficient bus transport system for our students and staff.
- To lead and manage all staff in the facilities and operations team including recruiting, appointing, and ensuring a smooth onboarding and handover.

REQUIREMENTS

- Graduate with at least 10-12 years of operational and management experience preferably in a school setting. Experience in facilities management would be highly advantageous.
- Experiences in Project management is essential.
- Dynamic, highly motivated, energetic, open, and interested in partnering with school management and communities to drive change.
- Open-minded, adaptable, and able to work with a broad spectrum of different stakeholders and under short, ad-hoc deadlines.
- Effective interpersonal and problem-solving skills.

- Excellent written and oral communication skills in both English and Cantonese, German working knowledge is a plus.
- Applicants with IFMA and /or RICS qualifications would be preferred.
- On-time delivery and anticipatory management of outgoing communications.
- Team management and stakeholder coordination experience.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all students at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 25 days' annual leave, education benefits and 13th month salary payment. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria, are offered at reduced prices.

Our employees work in a "high trust" environment where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/en/about-us/careers/job-openings>). Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.