

Job Description

Stoke City FC Academy at IGBIS

Operations Manager

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Head of School

Main Working Relationships

Academy Head Coach, Academy Marketing Manager, Academy Coaches, School Administration, Parents and Guardians, Students, Community Organizations, Community Liaison Manager, Media Outlets, etc.

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

As the Operational Manager of the Stoke City FC Academy at IGBIS, you will play a pivotal role in the successful operation and administration of the Academy, in collaboration with the Stoke City Football Club and the Head of School.

Your primary responsibilities will include overseeing all aspects of the Academy's functions and ensuring a seamless integration with the school's environment.

The scope of the job description will include, but is not limited to the following:

Academy Operations:

- Oversee day-to-day operations of the Academy, ensuring compliance with Stoke City Football Club's program guidelines and the Head of School's directives.
- Manage and maintain effective communication channels with Stoke City FC to facilitate the smooth flow of program-related information.

Staffing:

- Assist SCFC and the Head Coach in the recruiting, training, and managing coaching staff, ensuring they adhere to program standards and contribute to the overall



IGB International School (IGBIS)

Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

IGBIS is owned by Detik Harapan Sdn Bhd (790342-W)

+603 6145 4688 | enquiries@igbis.edu.my



development of the students.

- Hire and supervise administrative staff as approved by the Head of School.

Student Registration and Placement:

- Manage the registration and attendance process for students joining the football academy.
- Collaborate with school administration to ensure appropriate student placement within the academy, considering skill levels and age groups.

Fees Management:

- Develop and manage the budget for the football academy in collaboration with the school's financial department.
- Oversee fee collection, and financial reporting, and ensure transparency in financial transactions.

Facility Management:

- Ensure that facilities are conducive to the effective operation of the Academy.
- Collaborate with relevant departments to address maintenance needs and upgrades as required.

Safety and Security:

- Implement and enforce safety protocols and security measures to ensure the well-being of all students and coaches participating in the program.
- Work closely with the school's safety officers to address any safety concerns promptly.

Collaboration with the Academy Marketing Manager

- Forge a close partnership with the Academy Marketing Manager to align marketing strategies with the overall goals and vision of the Academy.
- Work closely with the Academy Marketing Manager to develop and implement community outreach initiatives to promote the football academy and enhance its visibility in the local community.

Collaboration with School Management:

- Work closely with school management to align the football program with the overall educational objectives of the institution.
- Provide regular updates and reports to the school management on the progress and achievements of the football academy.

Parent and Stakeholder Engagement:

- Foster positive relationships with parents and stakeholders, keeping them informed about program developments, achievements, and any relevant updates.
- Organize periodic meetings and events to involve parents in the academy's activities.



Performance Monitoring:

- Along with SCFC, conduct Conduct Head Coach performance reviews, provide constructive feedback, and create improvement plans as necessary
- Conduct Academy support staff performance reviews, provide constructive feedback, and create improvement plans as necessary.

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Strong communication skills in English.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to build a strong rapport with parents/students/staff/outside clients
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- Patience, calm and caring
- A good team player
- Strong sense of professionalism

Required Qualifications

- Bachelor's degree in Sports Management, Education, or a related field. Master's degree preferred.
- Proven experience in managing football academies or sports programs.
- Strong organizational, leadership, and communication skills.
- Knowledge of football coaching and development principles.
- Familiarity with relevant safety and security protocols.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



IGB International School (IGBIS)

Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

IGBIS is owned by Detik Harapan Sdn Bhd (790342-W)

+603 6145 4688 | enquiries@igbis.edu.my

