

JOB DESCRIPTION: Facilities Manager

LINE MANAGER: Bursar

SALARY: Admin Grade 15 Extended Day

**ROLE**

The School, which is licensed to operate by the Saudi Ministry of Education, moved to its present site in 1995. The site area is approximately 29,000m2 and the built area is 16,500Mm2.

The School is located immediately adjacent to a large western compound, the owners of which are also the owners of the purpose-built school facilities (but not the school as an educational institution). BISR has a long term lease which runs to 2023.

We must maximise the opportunities of this existing site and continue to operate to the highest standard, whilst proactively planning for the next generation - hence the need for this role.

The main accountability for this role:

* Operational management of current facilities. In this role, the post holder will report to the Bursar.

In conjunction with the Bursar, the overall purpose of this role is to support the management and development of the school site and premises. This will include managing school premises issues as they arise and addressing all aspects of the Asset Management Plan (as approved by the Board) to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder is required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore the post-holder is required to have a ‘hands on’ approach and lead by example, as they will spend a significant proportion of their time involved in practical site activities.

This post comes under the responsibly of the Principal although the day-to-day line management of the post holder is delegated to the Bursar.

**JOB PURPOSE**

To be responsible for the management of services and processes that support the entire school now and in the future – regardless of the site. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, equipment and materials.

To ensure that the school has the most suitable working environment for its employees and students and their activities. The job encompasses multiple disciplines to ensure functionality of the environment.

The ability to work within a team is one of the essential pre-requisites, as is the ability to take control of a situation and resolve it with minimal disruption to the school.

**RECRUITMENT CRITERIA**

* Education to degree level
* An understanding of the needs of a 21st Century School
* An awareness of the cultural implications of negotiating in a KSA environment
* Experience of managing a large facility
* Excellent interpersonal skills
* Ability to multi-task
* Awareness that this is a demanding role requiring occasional input during holidays, weekend and anti-social hours
* Technical expertise in relevant areas
* Awareness of basic accounting and financial practices
* A can-do attitude

**Accountabilities**

**Facilities Management**

**Buildings and Maintenance**

* Maintain the school premises and grounds in good running order to a high standard
* Develop a plan for upgrade or development of school facilities appropriate to the remaining term of the lease
* Ensure the school buildings and grounds are cleaned on a daily basis
* Undertake emergency and planned maintenance and repairs
* Oversee the maintenance of all equipment and tools in a safe and good condition; liaising with external suppliers and services where necessary
* Where required, liaise with external contractors to maintain cost-effective schedules
* Line manage the maintenance manager
* Undertake routine inspections of the site including daily maintenance checks
* Responsible for heating, cooling and lighting systems throughout the premises; arrange to remedy any problems and to identify and participate in cost saving projects
* Attend regular meetings with the Bursar
* Be aware of the location of essential services, including water isolation valves, fire points, drainage systems, gas and power supplies
* Ensure that all fire systems are regularly maintained and tested
* Ensure that there is little or no disruption to any staff or pupils due to unsafe or disruptive occurrences within the premises
* Provide safe access/egress to and from buildings and classrooms in the event of emergency situations

**Working with Contractors**

* Liaise with contractors and be their main point of contact
* Manage on-site contractors, ensuring that all health and safety requirements are met and monitor their performance and inspect completed work
* Contribute to the school’s objectives of achieving greater value for money in the maintenance and day-to-day running of the buildings and site
* Oversee the transfer of goods and materials delivered to the school to appropriate locations around the site
* Ensure the site is kept clean, tidy and attractive in order to minimise risks to health and safety of those using the school and to ensure the activities of the school can take place in an environment suited to learning
* Main point of contact for cleaning contractors
* Ensure high standards are maintained, operatives efficiently employed and value for money achieved
* Manage refuse and recycling procedures
* Managing Tenders and Contracts related to facilities

**Health, Safety and Security**

* Participate in the continuing development of robust, transparent health and safety systems and procedures
* Actively participate in the Health and Safety Committee including inspection follow-up

**Accommodation and Induction**

* Source suitable accommodation for all Overseas contracted staff
* Maintain a spreadsheet of units on all compounds where Overseas contracted staff live
* Oversee the purchase of the ‘welcome pack’ for all new Overseas contracted staff
* Oversee the purchase of groceries for the arrival of all new Overseas contracted staff
* Oversee the maintenance of an inventory of goods provided to new staff

**Use of Facilities**

* Maintain a lettings schedule for the school’s extra-curricular activities as well as all outside clubs and develop the current schedule to maximise revenue from suitable outside clubs and organisations
* Prepare termly a spreadsheet for finance to invoice outside clubs
* Manage on-site vendors
* Keep the hall and gymnasium schedules for meetings and assemblies

**Financial Management**

* Liaise with the Bursar in the preparation of maintenance and capital expenditure project/work plans

**Strategic direction and development of the subject**

* Contribute to whole school policy-making and strategic planning as required by the Principal
* Prepare, monitor and update annual departmental plans in consultation with colleagues
* Take the lead in ensuring that school policies and strategies are embedded in departmental plans

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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