



FACILITIES MANAGER

We are looking to hire an energetic and highly motivated Facilities Manager to join our school.

The main purpose is to maintain the school facilities and accommodation, supervise school campus cleaning and coordinate the information monitoring and implementation of the school Health and Safety policy and reporting.

Key qualities and skills:

- Excellent communication, organizational & leadership skills at all levels.
- The candidate must have a thorough understanding of building systems, maintenance practices, and safety protocols.
- Communication and interpersonal abilities are also essential to interact effectively with various stakeholders within the school community and external vendors.
- Health and Safety awareness.
- Energetic, enthusiastic, and flexible.
- A dynamic, positive approach to deliver the school's vision.
- Self-motivation and ability to take initiatives.
- Demonstrate an understanding of & commitment to our best practice model.
- Good knowledge and information of school operations.
- Ability to deal effectively with all staff.
- Ability to establish and maintain effective working relationships with teachers, parents, and students.
- Bachelor's degree.
- A minimum of 5 years of experience in UAE in facility management or a related field is typically required for this position (preferably in a school set-up).
- Strong command of excel.

Key duties include:

- In charge for all school and school accommodation maintenance.
- Technical and logistic support for whole school.
- Monitor housekeeping & cleaning with the outsourced staff and school staff including the building, swimming pool area, astroturf, garden, basketball, play areas etc.
- To be able to undertake maintenance duties as required improving and supporting the safe and effective operation of the site.
- Line manage the following staff: Security, cleaners, catering, maintenance.
- To support the Leadership team with any other duties required within the scope of this post.
- To organise emergency cleaning duties which may occur throughout the day e.g. clearing up hazardous substances: broken glass, food, bodily substances etc.
- To work with the Site Team during school holidays including organizing, decorating, and arranging the school setup.
- Ensuring all maintenance contracts are recorded and tracked.
- To undertake and review at least annually, all site-based Health and Safety policies, Risk Assessments, practices and procedure and to ensure that the site is safe for students, staff and visitors.
- To undertake regular inspections of the school premises to identify any potential hazards and be the first point of contact for dealing with identified hazards in the school.
- Ensure that access and egress to site is maintained to minimize health and safety risks to acceptable levels and maintain access to site for emergency services.
- To be responsible for conducting fire drills and monitoring their effectiveness.
- To provide a report to the Head of School and Head of Admin on Health & Safety issues.

- To ensure that an appropriate training regime is established for staff who are or who wish to become first aid qualified.
- To ensure that all students, staff and other members of the school are aware of the procedure when, immediate first aid is required.
- Supervise the canteen working and sales and vendors.
- Coordinate and assist all facilities rentals operations in school.
- Record Keeping: Maintain accurate records of maintenance activities, repairs, and inventory of equipment and supplies.
- Facility Use Coordination: Oversee the scheduling and coordination of facility use by external organizations or groups outside regular school hours.
- Communication: Collaborate with school administrators, teachers, and staff to address any facility-related issues or concerns. Keep stakeholders informed about ongoing maintenance, projects, and any disruptions to normal operations.
- Energy Efficiency: Implement energy-saving initiatives and sustainable practices to reduce the school's environmental impact and operational costs.
- Facility Upgrades and Projects: Plan and manage facility improvement projects, renovations, and upgrades. Coordinate with contractors, and other stakeholders to ensure projects are completed on time and within budget.
- Compliance and Safety: Ensure that the school's facilities meet all relevant safety and health codes and regulations. Conduct regular inspections to identify and address potential hazards or risks, and promptly resolve any safety concerns.

Interested candidates to please send a cover letter and CV to Ms. Ritu admin@dubaischolars.com

In the subject line, please include the position you are applying for.

Note: Dubai Scholars Pvt. School is committed to safeguarding and promoting the welfare of all its students. Applicants will be required to submit a current police criminal clearance check or equivalent from their home country or current country of residence prior to the appointment.