



Director of Facilities

Role Statement:

The Director of Facilities is responsible for leading the maintenance, cleaning, safety and security of the school's physical infrastructure. This role ensures that the school environment is conducive to excellent learning and meets all regulatory and safety standards.

Reporting to the Head of Finance and Operations, the Director of Facilities will manage a varied team of maintenance, cleaning and security staff.

Essential Qualifications and Experience:

- Bachelor's degree in Facilities Management, Engineering, or a related field or minimum Certification in Facilities Management (e.g., IFMA, BIFM).
- Minimum of 5 years of experience in facilities management, preferably in an educational setting.
- Strong knowledge of building systems, maintenance procedures, and safety regulations.
- Ability to build and manage budgets and negotiate contracts.
- Knowledge of sustainable building practices desirable.

Essential Criteria:

- Demonstrated ability to exercise initiative, prioritise workloads, solve problems and achieve outcomes within agreed timelines.
- Demonstrated ability to establish effective working relationships with adults, children and young people from a diversity of backgrounds.
- Oral and written communication skills which are effective in liaising with a wide range of people.
- Ability to manage multiple projects and resources simultaneously.
- Ability to use information and communication technology to manage assigned tasks and resource management.
- Excellent English and Cantonese required, both spoken and written (Mandarin desirable).
- Behaves ethically, reflects positivity, demonstrates a growth mindset, has a commitment to continuous professional development and contributes to the school's ethos and community life.

Responsibilities:

Leaders in our school community will embody integrity, empathy, courage and resilience and will serve the needs of the AISHK community. They will inspire, support, nurture and guide students and staff, fostering and modelling a positive and inclusive environment for all.

The characteristics expected from all leaders at AISHK:

- **High Standards:** Leaders will set and uphold high standards for themselves, others, and the school. They will empower and support others to grow and develop professionally.
- **Effective Communication:** Leaders will be effective communicators who inspire and motivate the school community while driving action and accountability in colleagues.
- **Big Picture Thinking:** Leaders will encourage others to think of the bigger picture and help them understand the opportunities and challenges facing the school.
- **Workplace Culture:** Leaders will build and drive a workplace culture that aligns with the school's vision, purpose, and values. They will model self-awareness as they encourage, support and promote positive wellbeing for staff and students.
- **Collaboration:** Leaders will be champions of collaboration who nurture staff engagement, cohesion, and trust with and among others.
- **Open-Mindedness and Innovation:** Leaders will model open-mindedness when leading change and solve problems creatively, innovatively, and sustainably.
- **Futures Outlook:** Leaders will demonstrate a futures outlook in their leadership. They will build the capacity of others whilst transforming their personal growth within, and beyond AISHK.

Key responsibilities include:

- **Maintenance Management:** Lead the maintenance of all school buildings, grounds, and facilities. Ensure that all systems (HVAC, plumbing, electrical, etc.) are functioning properly and efficiently.
- **Facility Upgrades and Improvements/Vender Management:** Identify areas where the school's physical infrastructure could be improved and/or enhanced. Lead the architectural plan in consultation with the school leadership team. Identify and qualify potential contractors and lead the tender process. Project manage the successful contractor to completion of the project(s) and ensure quality service delivery.

- **Budget Management:** Develop and manage the facilities annual and long-term budgets for capital works and regular annual spend. Monitor expenses and ensure cost-effective operations.
- **Team Leadership:** Lead, supervise and support the facilities team. Provide training and development opportunities. Set and review goals annually with the team.
- **Event Support:** Assist with the setup and breakdown of school events. Ensure that facilities are prepared and maintained for various activities.
- **Sustainability Initiatives:** Promote and implement sustainable practices within the school facilities. Identify opportunities for energy conservation and waste reduction.
- **Safety and Security:** Implement and monitor safety and security protocols. Conduct regular safety inspections and support the school's Health and Safety Officer to carry out and improve safety drills. Ensure compliance with local safety regulations.
- **Emergency Response:** Work with the Head of Finance and Operations and the Health and Safety Officer to ensure the school is fully prepared for all potential risk and emergency responses.
- **Board level Facilities Committee:** Lead the Facilities Committee, a subcommittee of the school board which meets 6 times during the year.
- Other duties as required by the Head of School or Head of Finance and Operations.

Professional responsibilities include:

- Being a passionate, knowledgeable and proactive leader with a commitment to wellbeing practices and positive psychology in education (i.e., PROSPER).
- Contributing to a safe, healthy working environment through compliance with relevant Health and Safety legislation.
- Seeking and undertaking professional development opportunities as needed.
- Participating in a performance management process as part of ongoing professional development.

Working Arrangements:

This is a full-time position. Usual working hours will be Mondays to Fridays, 7:30am to 4:00pm, with a ½ hour lunch break, or such other hours as may be agreed with the Head of Finance and Operations.

Flexible working arrangements with occasional evening and weekend work will be required.

On-Call availability for emergencies.

The above Duty Statement is set out as a guide only and is by no means exhaustive.