

Role Definition

Position:

Facilities Manager

Line Manager:

Chief Financial Officer

Place of Work:

The English School, Nicosia

Terms and Conditions:

Full-time Administrative contract (38 hours per week, annual leave starting from 20 days, 13th Salary)

Scale: A8-A10-A11

Description:

The Facilities Manager is responsible for the strategic oversight and effective daily management of the school's facilities, including maintenance, health & safety compliance, security, cleaning, and groundskeeping, ensuring a safe, secure, and optimal educational environment for all students, staff, and visitors.

Key Responsibilities:

Maintenance & Infrastructure:

1. Develop, implement, and manage a proactive planned maintenance program.
2. Conduct regular inspections of buildings, infrastructure, electrical and mechanical systems, ensuring compliance and optimal performance.
3. Manage technical assessments and oversee maintenance or renovation projects, coordinating with contractors, architects, and engineers as necessary.
4. Maintain accurate records and ensure regulatory compliance for building permissions and maintenance projects.
5. Manage contracts, monitor budgets, and ensure cost-effective operations.
6. Evaluate and manage contractor and supplier performance, periodically re-tendering services to ensure quality and value.
7. Oversee gardening and grounds maintenance to uphold aesthetic and functional standards of the school environment.

Health, Safety & Security:

1. Act as Health & Safety coordinator, ensuring compliance with local and international safety regulations.
2. Develop, maintain, and regularly update emergency and evacuation plans.

3. Coordinate emergency response, safety drills, and ensure readiness of fire prevention and security systems.
4. Manage and maintain CCTV systems, access controls, emergency lighting, alarms, and related security technology.
5. Perform regular audits and risk assessments to proactively identify and mitigate safety risks.

Cleaning & Sustainability:

1. Supervise cleaning and janitorial staff to ensure high standards of hygiene and cleanliness.
2. Manage refuse disposal, recycling, and sustainability initiatives aimed at reducing the school's environmental impact.

General Administration:

1. Lead, motivate, and supervise maintenance, security, cleaning, and ancillary staff.
2. Coordinate logistical support and facilities preparation for school events.
3. Maintain an effective stock management system, overseeing purchasing, inventory control, and asset management.
4. Foster positive relationships with BOT operators and stakeholders to enhance facility management effectiveness.
5. Continuously improve operational procedures, systems, and best practices to ensure efficiency.

Minimum Qualification Requirements:

- Degree in Facilities Management, Civil Engineering, Architecture, or a related field.
- Minimum of 5 years experience in facilities management, ideally in educational institutions or similar environments.
- Proven experience in building construction, renovation, and restoration (experience with listed buildings advantageous).
- Relevant Health and Safety certifications (e.g., NEBOSH or IOSH) advantageous.
- Project Management qualification (e.g., PMP, Prince2) preferred.
- Demonstrable experience in project management, including planning, budgeting, and execution.
- Computer literacy, proficiency with facility management software preferred.
- Fluency in English and Greek, excellent communication and organizational skills.
- Strong leadership, team management, and interpersonal abilities.
- Ability to remain calm under pressure, with meticulous attention to detail.
- Proactive, solution-oriented mindset, commitment to excellence, and continuous improvement.

**Additional Notes:**

The Facilities Manager role requires flexibility, including availability outside normal working hours for emergencies.

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies and following consultations with the post holder.

