

Role Profile			
Role	Facilities Manager	School	Oryx International School
Line Management	Facility Team Staffs	Reporting To	Head of Operations
Internal and External Interactions	School Staff, Students, Parents and Orbital Education, together with the facilities management contractors and wider community.	Hours	40 Hours per week

Role Purpose

To ensure the providers of facilities management and catering services meet the needs and demands of the school, comply with their contractual commitments and ensure they engage with the ethos and principles of the school. Manage all site services but in particular, act as health and safety officer, ensuring all legislative and school premises policies are implemented; effectively manage FM contractors, advising on strategic maintenance and refurbishment matters; and coordinate all site services to ensure the smooth running of the school. The role will also act as School Transportation Manager, full liaison with all transport services and ensuring the school is run in an environmentally friendly way.

i) Key Accountabilities - All Roles

1. Health and Safety:

- Ensure that all policies and procedures related to health and safety (H&S) are relevant, complied with and regularly reviewed.
- Ensure that the school buildings meet H&S standards and that facilities comply with government legislation.
- Provide advice and guidance to managers and staff on H&S matters and all relevant H&S documentation to prepare and meet actions from board meetings and directions from the school board.
- Carry out risk assessments annually (preparation and review) for key risks such as water quality, accidents & electrical safety, as well as catering activities and ensure actions are implemented. Link significant risks to the School Risk Register.
- Maintain a record of COSHH assessments and monitor hazardous substances being brought into the school (new types of hazards or existing ones).
- Carry out detailed monthly inspections of the buildings and grounds and report findings & recommendations to the Head of Operations.
- Investigate accidents and incidents/near misses and prepare reports as required.
- Liaise with the Qatar Civil Defence Department to ensure compliance with all fire detection and alarm systems, acting as fire warden and playing an active role in evacuations.
- Oversee the critical incident and disaster recovery plans.

2. Capital Works and Specific Projects:

- Act as project leader/coordinator for all capital building and grounds work. Act as the School representative at any premises contractor meetings and report back as necessary. Ensure work completed by premises contractors is completed satisfactorily and follow up on any issues.
- Ensure building works and maintenance is carried out by contractors on time and within budget, preparing relevant reports and seeking approval for proposed development projects.
- Prepare or work with external bid-writers on premises bids and oversee effective tendering processes to deliver significant premises improvements for all capital and oryx supply contracts.
- Devise, cost and update a Five-Year Financial Plan for Premises spending and contribute in a significant way in the longer-term Premises Master Plan for the School.
- Undertake specific related projects to ensure forward planning, consideration of improved service delivery, efficiency measures, budgetary savings, etc

3. Premises and Security:

- Ensure, in conjunction with the FM contractor, that effective systems are in place to ensure site security and safety, ensuring adequate investigation of any breaches to recommend improvements. These systems should fully meet the expectations of the school owner, Qatar Airways.
- Act as the principal point of contact for contractual issues with regard to premises-related contracts
- Manage the annual operating budgets for all 'B' budget codes, such as furniture, utilities, security, grounds maintenance, etc.
- Be the after-hours contact person for the security staff to liaise with.
- Ensure that the school has all relevant premises-related insurance coverage and up-to-date legal documentation or certifications.
- Arrange and attend regular meetings with the Head of Operations and FM Contractor to discuss performance and any matters of concern.
- Regularly review the maintenance plan for the building and grounds and ensure our own premises staff work well on a daily basis with the FM contractor staff.

4. Extended Services – Lettings & Services outside the school day:

- Ensure that all school events are planned and executed correctly and that appropriate support is provided.
- Work with the Head of Operations to develop programs and use of the school facilities by Qatar Airways employees in the evenings, weekends and school holidays.
- To be the point of contact for all enquiries for the use of the school premises by any organisation, club or individual outside of the Qatar Airways Group.
- Work with the FM Contractor on issues related to lettings and activities outside the normal school operating hours.
- Be adaptable with working hours, including the willingness to work outside of regular business hours or on non-working days when operational needs arise. This flexibility is essential to ensure the efficient and uninterrupted functioning of facility operations.

5. Catering:

- Be the principal point of contact for contractual compliance issues on a daily basis. Ensure that the catering company has all the necessary insurance and legal documentation relating to its Oryx International School activities.
- Arrange regular meetings with the catering company management to discuss the service provided and to ensure the company is working to its agreed contractual service levels and provide reports to management on their performance.
- Liaise with the catering manager to arrange the catering required for school functions and lettings, as appropriate.

6. Procurement and contract management:

- Calculate and compare costs for required goods or services to ensure the best value for money for the school, particularly with regard to the rechargeable elements of the FM and Catering contracts.
- Maintain a preferred list of premises service providers in active use.
- Comply with the finance and business manual on tendering quotes and ensuring that orders are processed using the official ordering system.

7. Transportation:

- Work with the appointed transport provider to develop a timely and efficient bus service for students to and from the school, ensuring all safety standards are being maintained and improved where possible.

8. Sustainability:

- Responsible for overseeing all sustainability and environmental responsibilities, including managing the school's sustainability audit, developing, and implementing policies, monitoring, reporting, evaluation and sustainable resource management.
- Ensure appropriate up-to-date knowledge of regulations and compliance are maintained, supporting continuous improvement and educating colleagues to think and act sustainably.

- Ensure robust procedures are in place for the hiring of buses and other vehicles that are used in field trips and other extra-curricular events.
- Oversee day-to-day transport issues, ensuring the safety and security of the children.
- Respond in a positive and professional manner to parents who have problems or express concerns.

9. Staff:

- Coordinate and lead the people working within the premises function, including the premises staff and contractors.
- Arrange appropriate training for staff within the premises team.
- Use the School's Performance Management Review (PMR) process to monitor and demonstrate achievement of agreed service levels and lead on improvement in staff performance.
- Update job descriptions as the school needs to change.

ii) General Activities and Requirements

- Initiate effort and energy beyond the typical workday, where the tasks require additional commitment.
- Attend staff meetings and serve on committees as required.
- The post holder is also expected to carry out any other duties as reasonably requested or required by the Head of Operations to ensure the effective running of the school.

Person Specification

Skills, Knowledge, and Experience

Essential:

- Degree or relevant qualification in a related field, such as Electrical or Mechanical Engineering.
- Proven track record in a facilities management role
- Ability to prioritise and deliver against agreed service levels and targets.
- Excellent communication skills, particularly written and spoken English.
- Ability to work under pressure and handle multiple tasks.

Desirable:

- Experience of working in the GCC
- High level of interpersonal skills
- Experience in managing a diverse group of contractors.
- Fire Safety/Fire Marshal Training
- First Aid Training
- Risk Assessment Training
- Basic Knowledge of health & safety compliance systems

Competencies

- **Results Oriented:**
Ensures all activities undertaken to have clear objectives and demonstrable outcomes and these are achieved.
- **Strong Communicator:**
Excellent communication and interpersonal skills, both verbal and written, aid in promoting engagement and actively promoting the school.
- **Ability to Plan:**
Long, medium, and short term to assess results and ensure good completion rates.
- **Analytical, creative, and flexible:**
A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required.
- **Accountable:**
Takes ownership and responsibility for decisions and sets standards to act as a role model.
- **Team Worker:**
Ability to work as a strong team leader and team member as required.
- **Resilient:**
Demonstrates the resilience to respond to challenges.

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attendance at staff meetings; involvement in all school events whether during or after the normal school day; providing support and guidance to non-teaching and administrative staff and supporting the school in the wider delivery of its objectives and goals.

iii) Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____
(Sign over printed name)

Date: _____