

# Job Description

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## Facilities Manager

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

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## Purpose of Role

The Facility Manager manages the school facilities, deals with its appropriate maintenance and fosters the progression of the facilities roadmap.

## Key Duties

- Assures that campus, facilities, equipment and maintenance team operates and is compliant with all appropriate Maltese health, safety and security regulations, along with periodical and compulsory checks.
- Maintains effective, appropriate, proactive and confidential communication with the Head of School, Finance Manager, Principals, Maintenance Team, Facilities Committee and other school stakeholders as prescribed or required.
- Project manages large scale and small scale School Facilities projects, from planning stage to completion.



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- Ensures that all the engagements regarding the school facilities are reflected into an appropriate and comprehensive contract with the supplier, whose contents will be congruent with best practice and Maltese law.
- Liaises with the Finance Manager on the Facilities budget for the following school year according to the inputs from the Facilities Committee.
- Periodically reports directly to the Finance Manager and Head of School on the progress of school projects
- Liaises with external contractors for facility-related services, ensuring timely completion of projects within budgetary parameters.
- Liaises with the school's suppliers, following up with their activities and ensuring that the Maltese Health and Safety at Work Act (Cap. 424) is carefully respected for the projects that they carry out at school.
- Maintains a facilities compliance log, including warranties, contracts and risk assessments and ensures all are up to date and ready for audit.
- Leads the maintenance team, including recruitment, scheduling and performance monitoring, aligned with the VIS HR policy.
- Line-manage the Cleaning Manager, ensure all cleaning/housekeeping is aligned with operations and maintenance of the school
- Ensures facilities planning aligns with VIS's strategic plan and sustainability goals.
- Contributes to the Facilities roadmap planning, with vision and accountability.

### **Qualifications, Experience & Competencies**

- Bachelor's degree or higher in Engineering, Architecture, or Facilities Management. Relevant professional certification (e.g., NEBOSH) is an asset.
- Experience working with Maltese building regulations, public procurement guidelines or educational infrastructure is highly desirable.



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- Consolidate capability to manage and coordinate construction and reorganization projects with a major impact on the facilities.
- Superior communication, organizational, and interpersonal skills with the ability to work independently as part of a small group of dedicated staff teams.
- Ability to prioritize, manage time effectively and work in a fast-paced environment
- Awareness of the school's context, operational program and of the limits that it can create on the execution of a facilities project.
- Flexibility and versatility (the job comprises many different tasks and they have to be performed at the same time in parallel).
- Prior experience within a school environment is an asset.
- Commitment to child safety and safeguarding practices in all facilities activities.