

# 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.

**Reports To:** Head of School/H&S Committee

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### Facilities Management & Operations

- Ensure that campus, facilities, equipment and maintenance operations are safe, functional and compliant with all applicable Maltese regulations.
- Maintain a proactive maintenance programme, including all statutory and preventive checks.
- Oversee day-to-day facilities operations, ensuring minimal disruption to school activities.

### Health & Safety

- Act as the School's designated Health & Safety Officer, ensuring compliance with the Health and Safety at Work Act and all related regulations.
- Develop, implement and monitor health and safety policies, procedures and risk assessments



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- Ensure all statutory inspections, certifications and safety checks are completed and documented.
- Lead incident reporting, investigation and corrective actions.
- Ensure contractors and suppliers comply with all health and safety requirements while on site.
- Promote a culture of health and safety awareness across the School.

### **Project Management & Development**

- Manage facilities projects (small and large scale) from planning through to completion.
- Ensure projects are delivered on time, within budget and in line with regulatory requirements.
- Contribute to and support the delivery of the Facilities roadmap and long-term planning.

### **Contract & Supplier Management**

- Ensure all facilities-related engagements are governed by appropriate contracts aligned with Maltese law and best practice
- Liaise with contractors and suppliers, monitoring performance and compliance
- Ensure all works carried out on site meet required safety and quality standards

### **Financial & Strategic Planning**

- Liaise with the Head of Finance on the annual facilities budget
- Monitor and report on project progress and expenditure
- Ensure facilities planning aligns with the School's strategic and sustainability goals

### **Compliance, Records & Reporting**

- Maintain a comprehensive facilities compliance register (contracts, warranties, risk assessments, certifications)
- Ensure documentation is audit-ready at all times
- Provide regular updates to the Head of School and Head of Finance

### **People Management**



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- Lead and manage the Maintenance Team, including scheduling and performance management
- Line-manage the Cleaning Team and ensure cleaning operations meet required standards

### **Communication & Stakeholder Engagement**

- Communicate clearly and professionally with leadership, staff, and external stakeholders.
- Collaborate effectively with school committees and the wider community.

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

- Bachelor's degree in Engineering, Architecture, or Facilities Management; NEBOSH or equivalent preferred.
- Proven experience in facilities management, ideally in Malta or a regulated environment.
- Strong knowledge of local H&S legislation and building regulations.
- Demonstrated ability to manage projects and contractors effectively.
- Excellent organizational, communication and problem-solving skills.
- Ability to prioritise effectively in a fast-paced environment.
- High level of integrity, commitment to safeguarding.
- Proficiency in English and Maltese.

Applications should be sent to: [hr@verdala.org](mailto:hr@verdala.org)