

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Facilities Manager	Reference: August 2022
Function/Department	Facilities Management & Administration	Location: AIS
Manager Title	Director of Facilities Management & Administration	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- Responsible to oversee effective management of the school facilities department
- Overall responsible for the day-to-day facility operations on building, M&E and ground maintenance
- Management of maintenance regime to ensure compliance to Cognita and Local Code.
- Provide efficient facilities management for the smooth running of daily school operation
- Provide guidance to team to resolve technical and engineering issues.
- Contract Management, setting and measuring of contractor's performance
- Forecasts, allocates, and supervises the financial and physical resources of the facility management.
- Key liaison between AIS community, external agencies i.e. Singapore Police, SCDF and etc.

Responsibilities

Facilities Maintenance Management

- Management and oversee the complete spectrum of facilities services i.e. Air condition, circulation pump system, water chemistry compliance, Electrical, Building Automation System and etc, ensuring system optimum life-cycle
- Ensure implementation of effective facility management policies across the business; act as first point of contact on all facilities matters.
- Plan, develop and review Fire Safety Plans of the buildings and Emergency Plans in compliance with required standards by SCDF and Singapore Police.
- Spearhead the team in the implementation of Fire Safety Checks and Drill Exercises.
- Establish performance indicators and reports facilities performance on monthly basis.
- Responsible for the procurement and contract administration of the respective vendors including meeting contractual obligations, specification reviews to ensure cost effectiveness and competitiveness and processing of payments to vendors
- Manage contractor and vendor relationships
- Able to provide advice for school on local legislative or Code of Practice, Act and etc ensuring compliance.
- Able to provide technical and non-technical guidance to team members on maintenance, troubleshooting or planning ensuring deliverables.
- Review and manage all operational management systems including preventive and corrective maintenance, term contract works, unscheduled maintenance
- Prepare and maintain building capacity data, continually plan ahead for changes in business needs.
- Ensure that all "Consumable" items are tracked, inventorised and procured in a timely fashion.
- Strong networking with other international schools for best practices.
- Managing of upstream infrastructure such as building structural, MSB and etc.

- Coaching and Professional Development of self and team.
- Any other duties as reasonably assigned by Supervisor

Facilities Project Management

- Develop and implement innovative energy savings (Electricity and Water) and sustainability programmes relating to facilities management, maintenance, and tracking of energy efficacy.
- Report and make recommendations to Management regarding project and management strategies as it relates to facilities processes
- Plan and manage office upgrade works, ensuring that work is progressing as planned, cost is kept within budgets and work quality is of expected standard
- Strategic planning for Cyclic replacement with a 5 and 10 years plan.
- Project Execution and R&M including conceptual planning with stakeholder thru working session, tender/RFP drafting, tender/RFP, evaluation, recommendation, project execution to hand-over and etc.
- Work with Consultants i.e. Qualified Person, Registered Inspector, Architectural, MEP and Structural Engineer.
- Allocate and manage facility space for maximum efficiency
- Basic knowledge of Auto-cad is a required
- Any other duties as reasonably assigned by Supervisor

Memberships

- Member of the Health and Safety Committee
- Member of SSWG
- Member of VTR Logistic Meeting
- Member of NEA ES ECO/ECC/PM
- Any other duties as reasonably assigned by Supervisor

This role is school focused

This role is a supervisory position with 4 direct reports.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Familiar with local legislative or Code of Practice, Act and etc.
- Full spectrum of facilities knowledge ranging from Building to electrical to air-conditioning.
- Strong fundamental in engineering knowledge in order to provide engineering guidance to team.
- Proven ability to work toward stringent deadlines and creative thinking "out of the box".
- Ability to communicate business decisions and changes to working practices clearly
- Ability to demonstrate a professional and objective perspective at all times
- Excellent negotiation skills at all levels.
- Excellent communications and interpersonal skills
- Confident in presentation skills

- Ability to build fast and credible relationships with all levels including, in-house partners, Senior Management and stakeholders; ability to challenge and influence when necessary
- A 'can-do' attitude and resilient character with the ability to manage expectation and work under pressure.
- Ability to work autonomously and as part of a team
- Customer Service Orientation with strong customer service skill and conflict management skill.
- Strong People and Project Management skill.

Qualifications

- Bachelor's degree in Facilities Management, Facilities Engineering or related qualification.
- At least 15 years relevant experience, preferably in school environment or high technology industry, construction, maintenance, and all facets of facility operation with proven track record in a managerial role.
- Strong working knowledge of principles and practices of the following disciplines.
 - project management
 - engineering financial
 - human resource management
 - facilities management and project management
 - procurement and contracts
- Sound knowledge of health, safety and environmental, buildings, system regulations and Code of Practice.
- Strong supervisory experience
- Strong time management capability due to the intense work requirement.
- Strong application knowledge such as excel, words, PowerPoint and project.
- Knowledge in auto-cad will be an added advantage.
- Fire Safety Manager is an added advantage

Contacts

- Frequent contact with staff, contractors and agencies
- Occasional contact with Parents

Working Conditions

- Capable of working under pressure in a fast-paced environment
- Flexible and ability to work beyond the standard hours from time to time

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hour: 8:00am – 5.30pm, Monday to Friday
- Lunch break: 1 hour lunch daily
- Annual Leave: 21 days per annum. Leave may be taken at any time, but preferential approval is given to those taken during school holidays or case-to-case basis.
- Medical Benefits: Local medical insurance.
- Hospitalisation/Sick Leave: 60 days hospitalisation leave including 14 days sick leave

Job Description Form



**Australian
International
School**

- Probation Period: 6 months from date of commencement
- Notice Period: 3 months
- Referee request: Applicable
- Background check: Applicable