

Job Title: Facilities Manager

We are seeking an experienced and proactive Facilities Manager to oversee the planning, operation, maintenance, safety, and continuous improvement of our school campus and facilities. This role is critical in ensuring a safe, compliant, and efficient environment that supports teaching, learning, and student wellbeing.

Job Duties

- Oversee daily operation, maintenance, and compliance of all campus facilities and building services
- Ensure all school facilities are safe, functional, and aligned with teaching needs
- Lead in-house teams (Security, Repairs and Maintenance, and the Custodian Team) and manage outsourced services, including contracts and performance
- Coordinate facilities support for school operations, events, and space planning
- Manage refurbishment, A&A works, and capital projects, ensuring regulatory compliance
- Maintain health, safety, and safeguarding standards; support emergency planning and crisis response
- Provide leadership, reporting, and continuous improvement for campus operations

Job Requirements

- Degree or Diploma in Building Services, Engineering, Facilities Management, or related field
- Minimum 15 years' relevant experience, preferably in schools or similar environments
- Strong knowledge of Hong Kong statutory requirements and EDB regulations
- Proven experience in facilities operations and contractor management
- Strong leadership, communication, and stakeholder management skills
- High standard in safety, compliance, and risk management
- Willing to work on-site and outside normal hours when required