



Job Description

FACILITIES MANAGER cum HEALTH & SAFETY OFFICER

Summary of Position

- The HFHS position is responsible for the operation, maintenance and the health and safety aspects of the BSKL properties and staff, currently comprising three campuses at Bandar Utama, which accommodate approximately 1,200 students and 230 staff members. This includes performing the role of a multi-disciplinary supervisor of approximately 7 operations which include but not limited to repairs, maintenance, administrative provision, school function set-ups and various external contractors (approximately 50+ contracted staff) in the performance of a variety of services including cleaning, security, alarm systems, electrical, catering, fire safety, mechanical (swimming pools), air conditioning systems, grounds, landscape maintenance, recycling, and rubbish removal. Additionally, this requires liaison with the local landowner as the school sites are leased.
- The HFHS is responsible for ensuring that all the school's facilities are safe and operating at a high level of efficiency and effectiveness. This requires establishing and leading a team of qualified staff members and outsourced professionals with the appropriate responsibilities and a system of accountability. It includes identifying opportunities to reduce costs, while at the same time maintaining the operational stability of existing systems; developing and recommending policies, procedures and standards to further these objectives; and working as a member of a team to ensure the timely resolution of school facilities requirements in accordance with applicable regulations, ordinances, school policies and procedures.
- The facilities include all learning spaces, including the science labs, swimming pools, gymnasium and outdoor sports courts /fields, art rooms and the theatre, in addition to all administrative and catering facilities. BSKL leases the campuses that we operate from. BSKL operates outside of normal school hours and its facilities are used in the evenings and weekends for a variety of student related activities. BSKL also hosts a number of professional development conferences. The HFHS will build a team which can meet the high standards required to fulfil these responsibilities. This will include any other site which is leased by BSKL for students or staff.
- The HFHS shall undertake to comply with all the relevant policies under NAE and to work using portals that are created for Audits, Health and Safety etc.

Essential Job Functions (Head of Facilities)

- Manages directly the Facilities Department and external contractors; prioritizes, schedules, assignments, relocation work and resources; provides technical advice, guidance and resolves escalated problems; monitors quality, quantity and adherence to established schedules, safety and service level standards; complying with NAE guidelines and policies in all aspects of daily work performance.
 - Ensuring that the building has all the relevant and up to date approvals and licenses from the relevant authorities i.e. CF, gas, lift, fire, water, electricity etc.
 - Planning and coordinating all installations and refurbishments.
 - Managing the upkeep of equipment and supplies to meet health and safety standards.
 - Inspecting buildings' structures to determine the need for repairs or renovations.
 - Periodic checks on utility usage, creating awareness on energy conservation and prompt payments.
 - Proactive planning and leading the team towards meeting schedules and deadlines.

- Be the lead for any tendering projects of the school with full compliance of procurement policies. Ensure that the cleaning, campus security, health and safety checks and preventive/ predictive maintenance procedures and service level standards, compiling regular reports, recommending adjustments, drafting contracts and implementing plans; updates manuals to reflect current or amended regulations, policies and procedures, ensures their distribution and training and maintains copies in a centralised storage system.
- In collaboration with the WSLT, liaise with external parties regarding new planning proposals, construction/renovations and be the liaison party with site contractors regarding modifications/alterations/options; provides recommendations to enhance operational efficiency, health and safety and reduce construction and/or maintenance costs; estimates future maintenance and labour costs.
- Ensure third party contractors are aware of the protocols of the school. Provide the up-to-date advice and communication to third parties for awareness.
- Ensure security/cleaning/service provision is in line with the school policy and contractual requirements. Facilitate appropriate monitoring and improvement of security/cleaning/service provision.
- Identifies significant site problems requiring resolution; coordinates and monitors work of sub-contractors; confirms adherence to specifications and schedule; and initiates appropriate inspections.

- Coordinates and supervises the furniture requirements/arrangements for school events.
- Compiles the costs for the annual maintenance budget for approval; sources products/price/suitability and availability; compiles and verifies all purchases and invoices according to the Procurement Policy. Manages spending in line with the maintenance budget.
- Sources contractors/products/price/suitability and availability; obtains quotes, writes requests for proposals and evaluates; selects and recommends contracts and manages operations and all within the school's budgetary requirements; monitors delivery and facilitates the resolution of vendor service level problems; recommends modifications to contracts as required to reflect revised specifications; obtains contractor records; prepares maintenance/repair/cost histories; identifies and recommends potential areas of savings; negotiates and recommends annual renewals, new terms or re-tendering.
- Conduct regular meetings and coordinates staff professional development; approves leave; develops selection criteria and participates in the staffing process; works with employees to establish annual goals and objectives and appraising staff in line with the school's performance development policy.
- Responds to and resolves off-hours and/or emergency requirements; performs minor repairs as required. This position requires the HFHS to be on call 24 hours a day, 7 days a week. Performs impromptu checks on school to conform services by third parties, i.e. guards, cleaners, contractors.
- Performs a variety of administrative functions including maintaining various online and paper logs; monitoring general stock materials and equipment inventories and identifying and recommending new or replacement equipment.
- Communicate effectively with all key members or all members of staff in relation to building works, repair works, parking and all related matters.
- From overseeing security systems to managing renovation projects, HFHS is responsible for everything that affects the buildings and grounds of an organization. They manage crews for renovations or new building projects, and schedule and follow up on repair and maintenance of building structures and electrical, plumbing and other systems.
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the role .
- The above list of duties is not to be construed as an exhaustive list, other duties logically associated with the position may be assigned.

Health & Safety Officer

Person Specification

The safety and health officer shall be employed exclusively for the purpose to ensure due observance at the place of work. While under section 29 (4) of the Occupational Safety and Health Act of 1994, the safety and health officer shall possess such qualifications or have received training prescribed by the Minister from time to time by notification in the Gazette.

- Employ a safety and health officer for the purpose of managing matters relating to workplace safety and health. Safety and Health Officer duties are outlined under Regulation 18 of the Occupational Safety and Health (Safety and Health Officer) Regulations 1997.
- Under Regulation 4 of the Occupational Safety and Health (Safety and Health Officer) Regulations 1997, no person shall act as a safety and health officer unless he is registered with the Director General. The Director General in this context is referring to the Director General of the Department of Occupational Safety and Health. A person shall not be entitled to be registered as a Safety Health Officer if :-
 - Any offence under the Act or any regulations;
 - Convicted of any offence and sentences to more than 1 year
 - Imprisonment or fine of more than RM2000, and
 - Declared as a bankrupt.

Essential Job Functions (Health and Safety Officer)

- Leads the Health and Safety committee. Provide all up to date and necessary information and advice to the team complying with DOSH requirements.
- Orchestrates regular fire and lockdown drills in line with school policy and conducts termly site risk assessments.
 - Ensure all appropriate personnel are trained with regards to the school fire drill and lockdown of their part in the procedures.
 - Conduct fire training and lockdown for new staff/service providers in ensuring annual refresher training is conducted.
 - Organising and planning regular fire drills and lockdown drills and ensuring a log book is updated with information and times relating to all fire drills (planned or unplanned).
 - Ensuring that all checklists, fire maps, all clear cards and fire manuals are in place.
 - Ensure all class registers have the red/green cards.
 - Ensure the fire extinguisher certificates are renewed yearly.
 - Ensure that all relevant servicing of the hose reel pump, valve, nozzle, break glass and bell are done.
 - Workable locks for all classrooms and offices.
 - The above list of duties is not to be construed as an exhaustive list, other duties logically associated with the position may be assigned

- to advise the School or any person in charge on the measures to be taken in the interests of the safety and health of the persons employed in the place of work;
- to inspect the place of work to determine whether any machinery, plant, equipment, substances, appliances or process or any description of manual labour used in the place of work, is of such a nature liable to cause bodily injury to any person working in the place of work;
- to investigate any accident, near-miss accident, dangerous occurrence, occupational poisoning or occupational disease which has happened in the place of work;
- to assist the employer or the safety and health committee, if any, pursuant to regulation 11 of the Occupational Safety and Health (Safety and Health Committee) Regulations 1996 [P.U.(A) 616/96] in organizing and implementing occupational safety and health programme at the place of work;
- to lead the safety and health committee in any inspection of the place of work for the purposes of checking the effectiveness and efficacy of any measures taken in compliance with the Act or any regulations made under the Act;
- to collect, analyse and maintain statistics on any accident, dangerous occurrence, occupational poisoning and occupational disease which have occurred at the place of work;
- to assist any officer in carrying made by the employer or any person in charge of the place of work on any matters pertaining to safety and health of the place of work.
- to advise staff members of safety precautions and measures for jobs done on site i.e working at height, lifting heavy objects etc.
- to conduct periodic walkabouts with the Head of Schools to ensure the school site is safe and to remedy issues that are raised during these walkabouts.
- to communicate effectively with local authorities on matters relating to Health and Safety

Qualifications

Minimum : Degree in related field

Minimum : 6 - 8 years of working experience in the facilities management arena and at least 3 years management experience. Experience in international school or education institution will be an added advantage;

Technical knowledge in the related field;

Minimum : Diploma in Occupational Safety and Health or equivalent approved by the minister

Minimum : Complete a course of training in Occupational Safety and Health (passed) with 3 years of working experience related to the occupational safety and health field with the relevant qualifications under the Occupational Safety and Health Department.

Negotiation Skills.

Language

Excellent verbal and written communication skills in English and Bahasa. Proficiency in any other language is a strong added advantage;

Behaviour and General Conduct

- Establish and maintain effective working relationships with colleagues.
- Act and communicate in a professional manner that supports the ethos of the school.
- Promote and develop positive relationships with students, staff, parents and the wider school community.
- Maintain strict confidentiality in relation to all school information and keep safe and secure all information shared with you during the course of your duties.

Personal Attributes

- Act as a positive role model for others.
- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement
- Facilitate a positive and motivated team environment with an open forum for communication.
- Communicate openly and effectively at all levels throughout the school community.

Philosophy And Values

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with respect, integrity, openness, courage and ambition. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- Accountable – Establishes a high performing culture and accepts accountability for organisational performance.
- Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- Collaborative – Works collaboratively with others to achieve organisational outcomes
- Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success
- Enabling – Drives excellence through valuing and developing others
- Agile – Achieves personal and organisational success within a changing, dynamic and complex environment
- Resilient – Demonstrates personal resilience within a demanding environment of high expectations