

Job Description

Facility Supervisor

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)

Wellington College China (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academy and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Hiba Academy combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School introduction

Hiba Academy Shanghai is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy nursery (Early Years 1-4) and Hiba Academy (grades 1 to 12). The school is offering the IGCSE and IBDP in the high school to help pupils apply overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. Inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupils with our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia's best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

Facility Supervisor 设施主管

DEPARTMENT

Non-Academic 非教学

LOCATION

Shanghai

LINE MANAGEMENT

Facility Manager

OBJECTIVES

Facility Supervisor will support the Facility manager in leading and supervising the PMC engineering technicians in providing high quality service for Hiba Academy.

设施主管将协助设备经理，领导和监督物业工程技术人员，为惠立学校提供高质量服务。

Facility Supervisor will ensure that all buildings and facilities are maintained in good condition, through implementation of regular preventive maintenance.

设施主管将通过实施定期的预防性维护，确保所有的建筑和设备处于良好的状态。

Facility Supervisor will work with PMC engineering technicians and external vendor on preventive maintenance and in situation of emergency breakdown, they will complete such repairs quickly.

当发生故障时，设施主管将指导物业工程技术人员和外部供应商迅速完成维修工作。

Facility Supervisor will take daily inspection for the construction project, decoration, and renovation project on site.

设施主管将负责对施工、装修、改造项目进行现场日常检查。

Facility Supervisor will conduct regular performance reviews for PMC engineering technicians.

设施主管将负责对物业工程技术人员的绩效考核。

Facility Supervisor will complete other tasks from Facility Manager.

设备主管将完成设备经理安排的其他任务。

KEY RESPONSIBILITIES

- The facility supervisor will be responsible for overseeing maintenance and repair of all building infrastructure and facilities at Hiba Academy Shanghai. The scope of facility system includes electrical, HVAC, water supply and drainage, exhausting, firefighting, CCTV, access control, intrusion system, Building infrastructure, decoration, and landscape, etc. 校园内的设施系统，包含了电气、空调、给排水、排风、消防、监控、门禁、防侵入系统、建筑基础设施，装修和景观绿植等。
- Lead the team of PMC engineering technicians and supervise vendors to their performance in maintenance and repair for building infrastructure and facility, in order to meet the quality and schedule.
带领物业工程技术人员，及监督供应商进行建筑基础设施的维护和维修工作，确保满足的质量和进度。
- Conduct regular evaluations on the performance of PMC engineering technicians and vendors.
基于物业工程技术人员和供应商的工作表现，进行定期评估。
- Inspect construction projects, decorations, and renovations project on site to ensure they meet the established standard.
对日常的施工、装修和改造项目进行现场检查，确保符合已建立的标准。
- Tracking and solving project defects during the warranty period after handover.
对工程项目移交之后的质保期内的缺陷，进行跟踪与销项。
- Check and conduct all inspections and testing meet regulatory requirement.
检查并引导所有的第三方检验和测试，都处于有效期内。
- Follow facility management procedure and process, Wi, SOP, etc.
遵循设施设备管理的程序和流程，作业指导书，操作手册等。
- Record and monitor utility and energy consumption.
收集并记录能源消耗的情况。
- Address request from academic team and other staff promptly and efficiently.
及时高效的处理教学团队及其他员工的日常需求。
- Conduct daily safety site inspections, promptly report any findings or issues.
进行日常的安全巡检，并及时报告发现的问题或情况。
- Perform manual repairs as needed.
必要时需亲自完成一些维修任务。
- Respond to emergencies promptly and in efficient manner.
应急响应。

BASIC QUALIFICATION

- Holder of junior college's degree or above
大专及以上学历
- LV electrician certificate
低压电工操作证
- Native Chinese/Basic English
流利的普通话/基本的英语能力
- Support Hiba Academy Values
惠立价值观

EXPERIENCE

- A minimum of 5 years working experience in facility management.
在设施管理领域，具备 5 年以上的工作经验
- A minimum of 2 years of experience in leading a team.
2 年以上的带领团队经验

EXPERTISE

- Basic computer skills and experience with Word, Excel and Outlook.
基本的计算机技能，如 Word, Excel, Outlook 及其他办公软件
- Fast learner and good at finding and solving the problems.
学习能力强，并善于发现和解决问题
- Good manual working skills is necessary.
须具备良好的动手能力

PREFERRED APTITUDES

- Better for hold: HV electrician, Fire fighter, Swimming pool water quality treatment certificate, Safety officer certificate
如持有更佳：高压电工证，建构筑物消防员，游泳池水质处理证，安全员证
- Good at field management skills
具备良好的现场管理技巧
- Good compliance consciousness
具备良好的合规性意识

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

从心，致远。 Be You. Be More.