

# Job Description

## Facility Manager

### 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 Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies 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**

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School 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 Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to 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. We are committed to 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 approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing 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 join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil 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 Manager

## **DEPARTMENT**

Non-Academic

## **LOCATION**

Shanghai

## **LINE MANAGEMENT**

Senior Facility Manager (direct) and Bursar (indirect)

## **OBJECTIVES**

The facility manager will provide leadership to ensure excellent facility management of Shanghai campuses. Under the line management of the senior facility manager, the facility manager will oversee the facilities and activities of the spaces on Shanghai campuses. The facility manager ensures that facilities of the school buildings and outdoor spaces are always in proper condition, supporting the senior facility manager in managing the Shanghai campuses and work closely with whole non-academic team to support teaching activities and meet targets in non-academic school development plan.

The professional image and conduct of this person is crucial in emulating the ethos of the school. Reporting to the senior facility manager, the facility manager must operate in a timely, determined and effective manner at all times. Autonomous, dedicated, determined and professional behavior will be key features of the post-holder's practice and these will be consistently demonstrated at all times. Based in Hiba, the facility manager must be able to communicate effectively with team members and external agents involved in Wellington College Shanghai.

## **CARE AND WELLBEING OF CHILDREN**

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.

## **FAMILIES**

Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.

Communicate with families and the wider community about the atelier and the arts program, including presentations, workshops, through online platforms and parent meetings.

## KEY RESPONSIBILITIES

### FACILITIES REPAIR AND MAINTENANCE

- Manage the outsourced engineering team to ensure buildings, plant and equipment are running in good condition.
- Select and oversees third party maintenance and building contractors.
- Responsible for making, updating and supervising to implement any facility related policy and procedures.
- Regularly perform routine inspections of school facility and grounds to proactively identify and bring to resolution areas in need of attention so as to improve the health, safety, operations and appearance of facility, as well as ensuring that the building holds all relevant certificates related to the facility.
- Monitor campus-wide air quality (AQI, PM2.5), prepare relevant analysis reports.
- Focus on Life Cycle facility management. Facilitate associate committees designed to improve the operation and relationship with these vendors and suppliers; address and follow up on service failures of vendors; develop preventive and corrective maintenance program
- Organizes schedules and supervises all repair and construction projects, including churn works with the school's seasonality and operational needs.
- Be responsible for school major maintenance work and renovation in terms of project planning, contractor selection, price control, and project implementation.
- Ensure readiness of the facility for all internal and external events.
- Scrutinizes wear and tear of facility and fixed assets, makes recommendations as to facility or asset improvement (i.e. exterior and interior paint, turf) or replacement.
- Manage design work of all school projects and ensure the accurate of as-built documents, especially drawings.
- Ensures compliance with local, state, and federal regulatory requirements, including work safety regulations. Carry out inspections of all building systems as needed for compliance. To provide safe and healthy sites for the children and staff.

### BUDGET AND FINANCIAL

- Prepare annual capital and operational budget for school annual capital project, maintenance and controls facilities expenditures. Manages budgets and reports and well track the spending of cost.

### COMMUNICATIONS AND RELATIONS

- Maintain good working relationship with Central Office facility team and landlords or other related organizations to drive the progress of facilities related activities or targets of school.

## KEY RESPONSIBILITIES

- Foster a high level of internal customer service. Ensure daily processes and procedures to meet address requests from staff, pupils and their parents
- Liaise with vendors in the supply and maintenance of facilities, fixed assets and support.

## SERVICE LEVEL AGREEMENT

- Foster a culture of proactivity, responsiveness and service orientation
- Provide information, advice and assistance to key stakeholders
- Document and maintain visibility of vendors meeting their SLA agreements
- Provide monthly reports as required e.g.: breakages, warranty claims, repairs, replacement etc.

## HEALTH AND SAFETY ENVIRONMENT (HSE) PRACTICES

- Develop school level facilities related HSE policies and procedures and monitor the execution and continuous improvement.
- Practice safe operating procedures when handling equipment and facilities
- Current and continuing commitment to Equal Opportunity and Occupational Safety and Health/ Workplace Health & Safety in all aspects of employment and service delivery

**Actively participate in any related training held by the school.**

**Other duties as assigned by the senior facility manager and bursar.**

## BASIC QUALIFICATION

- Education: Bachelor's degree
- Major: Engineering or related subject
- Language: Fluent written and spoken English and Chinese

## EXPERIENCE

- Working Experience: At least 5 years of facility management and customer service experience, ideally in a context that includes international staff
- Management Experience: Experience of management of teams is required

## EXPERTISE

- Experience of working in an educational setting preferred
- Experience managing and maintaining physical facilities, including HVAC and mechanical electrical systems, plus planning, carpentry, cleaning, tracking and managing inventory and equipment warranties.
- A minimum of five years' post qualification experience
- Fluency in English and Chinese
- Strong ability in facility and project management
- Commitment to democratic governance and collaborative, data-based decision-making
- Rigorous approach to problem-solving
- The ability to prioritise workload and meet deadlines
- Excellent communication skills with a diverse range of people and interpersonal skills
- Technology user skills sufficient to prepare reports in Excel and Word, and aptitude to operate appropriate databases.
- Ability to multi-task and prioritise
- Ability to work to tight timelines
- Able to work long hours and occasional weekends for events and emergencies

## PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment
- Strong passion for the education industry
- Strong track record of solving complex problems, strategic thinking and delivering significant impact.
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.

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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.**