



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)

POSITION: Assistant Facilities Manager

ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and a pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 4000 pupils. The colleges are:

Wellington College International Tianjin

Wellington College Bilingual Tianjin Nursery

Wellington College Bilingual Tianjin A Level Centre

Wellington College International Shanghai

Wellington College International Hangzhou

Huili School Shanghai

Huili School Hangzhou

Huili Nursery Shanghai

Huili Nursery Hangzhou

New Campus

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognizes its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the school.



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Basic Information

JOB TITLE	Assistant Facilities Manager	DEPARTMENT	Wellington College China Central Office
SUPERVISOR	Director of Facilities / Bursar		

OBJECTIVES

Assistant Facilities Manager reports to the Director of Facilities of Central Office for new school projects. He/she will support Director of Facilities to coordinate and review the whole project design from conceptual design to construction drawing. Regular site inspection and checking from the project construction phase, the project testing and commissioning till the project acceptance and handover. Furthermore, he/she can provide valued input from facilities and maintenance aspect to improve building quality and group design manual.

After the project hand-over, the Assistant Facilities Manager will take the role of school's Facilities Manager and report to new school Bursar to oversee the day-to-day running of the Maintenance, Repair, Cleaning, Security and Asset Management of all the new school buildings and campus.

This role will be based in Central Office in Shanghai before project hand-over and be based in Nantong after the hand-over.

KEY RESPONSIBILITIES:

- I. New Projects:
 - A. Support the Facilities Director in setting up and optimizing the school building manual
 - B. Take responsibility for liaising with external developers, designers, consultants and contractors in the pre-opening phases to ensure project timely handover to schools at a high standard aligned with our Design Manual
 - 1) Fully understand internal schools' requirement and group design manual
 - 2) Design review and coordination with designers and consultant during the new project whole design phase
 - 3) Regular site inspection and checking, attend the regular project site meetings with contractors during the project construction phase



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- 4) Attend and monitor project testing and commissioning and project acceptance; coordinate project handover and complete final inspection with school team
 - 5) During the new school starting up phase, the assistant facilities manager will report to school Bursar and take the role of facilities manager of school
- C. All such other duties as the Director of Facilities may reasonably from time to time communicate either orally or in writing
2. Facilities management
- A. Serve as the Health & Safety Officer in accordance with the school Health and Safety Policy
 - B. Management of the school facilities development plans on behalf of the Senior Leadership Team (SLT)
 - C. Monitor and report on compliance of facilities related, sub-contracted services, and maintain the register of all facilities service's contracts
 - D. To ensure the effective communications of and between the school and the Facility Management Company (FMC)
 - E. Manage the Facility Use Calendar on behalf of the school and ensure the correct engagement of supporting services for all activities and events
 - F. Engage in relationship management, on behalf of the SLT with local bureaus, at the working level
 - G. Work in cooperation with the Facility Management Company FMC to ensure that all facilities and equipment are licensed, inspected, certified and maintained, as appropriate
 - H. Develop internal systems and processes to minimise the school's risk and provide periodic risk assessments related to facilities and operations
 - I. Participate as a member of the Non-Academic Managers Team and share appropriate information, within the team, related to College operations
 - J. Propose and administer the annual budget and 3-year projected budget, for facilities and operations
 - K. Maintain an updated long-term facilities maintenance, repair, replacement and upgrade plan for key facilities infrastructure
 - L. Ensure the proper safeguarding of school assets and carry out annual asset inventory count
 - M. All such other duties as the school Bursar may reasonably from time to time communicate either orally or in writing.

JOB QUALIFICATIONS



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BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Facilities/Project/Civil or related major
	Language	Native Chinese speaker and fluent in English
EXPERIENCE	Working Experience	A minimum of 6-year relevant experience; At least 2 years of experience in leading and managing facilities team
EXPERTISE	<ul style="list-style-type: none">• Strong Facility management knowledge and background• Familiar with Local Facility related, Healthy and Safety regulation, code• Familiar with Local government required project process from project register to final acceptance• Strong teamwork spirit• Can handle frequent travel• Strong communication skills both in Chinese and English	
PREFERRED APTITUDES	<ul style="list-style-type: none">• Structured, methodical and organised• Self-reliant, hardworking, with a strong drive to achieve results• International and bilingual school working experience is a plus• Cross-cultural working experience is preferred• Strong passion for the education industry• Strong track record of solving complex problems, strategic thinking and delivering significant impact• Personal Integrity, accountability and credibility	