

JOB FAMILY – Facilities

Job Name	Senior Administrator (Facilities)
Job Code	FDD-WTW-09
Job Summary	To assist in the area of site and facilities management and to ensure resources are utilized effectively, efficiently accordingly to ESF Governance. Responsible for all aspects of the maintenance and development of the schools site, buildings and facilities.
Main Accountabilities	<p><u>Operations:</u></p> <ul style="list-style-type: none"> • To ensure that the environment of all classrooms is conducive to teaching and learning (all classrooms are adequately resourced, clean, well maintained and free from clutter); to be proactive in checking all classrooms on a regular basis. • To act as the initial contact for all matters related to school’s site and facilities. • To act as the first line manager in managing and monitoring daily operation of the site team in maintaining the school a safe and healthy environment for teaching and learning where resources are utilized cost effectively and efficiently. • To monitor the performance of site service contractors and ensure the service contract terms are fully compiled. • To ensure the safe and smooth operation of the building facilities (electricity, water, gas, etc.) • To coordinate site arrangement for all approved school or non-school events on site. • Conduct regular site walk and identify possible health and safety hazards and to come up with precautionary measures. • Source quotations and compile paperwork for site & facilities related matters. • To coordinate with ESF FDD and ESF contractors on issues related to the school building repair and maintenance in maintaining the school a safe and healthy environment. • To assist on site arrangement, coordination and management with regards to outside hiring. • To helping monitoring site & facilities budget expenses delegated by the Line Manager.

	<ul style="list-style-type: none"> • Monitor Asset Management and asset disposal through Epicor system • Promptly process of invoices received <p><u>Planning:</u></p> <ul style="list-style-type: none"> • Draft, compile and organize operational manuals for school fixtures (e.g. Air-con plan, electricity plan, water meter plan, etc.) • Draft, compile and organize an internal service level agreement to services provided by site team with school's outsourced contractors inclusive. • Coordinate with ESF FDD on annual facilities checking (e.g. Fire services, water fountain, electricity, etc.) and maintain relevant records. • Ensure the school complies with the facilities regulations and requirements. • Oversee the site security control and recommend enhancements if necessary. • Responsible for reporting and coordinating insurance issues with regards to damage/loss to school premises. • Responsible for planning, implementing and monitoring a medium and long term strategic plan for the school site maintenance and development that takes into account of the whole school redevelopment. • To work with ESF FDD to ensure that ongoing teaching and learning is not impacted by site issues. • Draft and compile the school Health and safety Manual. • Manage and maintain an update record of school inventory. • Administer tender process for facilities related issues. <p><u>Development:</u></p> <ul style="list-style-type: none"> • To explore energy saving opportunities for school utilities. • Assist to develop new rental opportunities to generate additional rental income. <p>To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives</p>
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Typical reporting relationship	HR & Finance Manager
Minimum typical education	Undergraduate Degree
Minimum typical experience	3 years of relevant graduate experience
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Application of project management techniques • Ability to follow established standards • Fluency in oral, written English, Cantonese (desirable). • Excellent interpersonal skills. • Excellent organisational skills. <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Applies good understanding of HKSAR building codes and standards. • Applies good knowledge in building repairs, maintenance and site safety. • Applies good knowledge and practices in in property management in relation to budget control and site staff management essential.
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Collaboration • Communication • Planning and Organising Work • Customer Service • Time management • Independence
Development / Training to support job competencies	<p><u>Development activities</u></p> <p><i>To be negotiated as part of the performance management process</i></p> <p><u>Relevant courses</u></p> <p><i>To be negotiated as part of the performance management plan</i></p>
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