



King's College
DOHA

INFORMATION PACK FOR THE POSITION OF

Facilities & Operations Manager

Appointment for August 2021 (or earlier)



Welcome From The Principal



Thank you for showing an interest in joining the team at King's College Doha.

This is a very exciting time to be joining the school. We are fully established in Doha and the current school offers an education to pupils aged 3 to 13. We

have recently been very proud to announce the extension of our world class education offer to the full age range of 3 to 18 at our new state of the art campus in Mesaimeer which will open in September 2022. Opportunities at the School will therefore be wide and varied in the coming years with many development opportunities for King's staff.

Every individual member of staff contributes to a pupil's journey through the School and has a

critical role to play in ensuring the highest quality of education is offered at King's.

As Principal, I am extremely proud of the King's staff team and every member has access to support and training to help them develop professionally throughout their time at the school.

I hope that you will enjoy reading about this position and that you will decide to apply to join the King's team. I am confident that you will find the position truly rewarding; schools are wonderful places to work in and King's is a unique school which is warm, friendly and welcoming.

Oona Carlin
Principal, King's College Doha



Our Vision and Values

The vision for King’s College Doha is to provide the best possible all – round education that empowers, inspires and nurtures every child for success as global lifelong learners.

Our values are based on six key attributes:

Academic Focus – to enable all children to realise their full academic potential and instil an enthusiastic and engaging approach to lifelong learning.

Curiosity – to inspire children to develop an intellectual curiosity that extends beyond the curriculum into the world around them.

Care for Others – to instil an understanding that strong communities are built on a sense of responsibility and commitment to the service of others.

Respect & Tolerance – to develop an appreciation of human diversity and the promotion of an inclusive spirit with respect to others.

Endeavour – to create a culture of self-discipline in which children increasingly take responsibility for their own learning, behaviour and involvement in wider opportunities.

Leadership, Teamwork & Enterprise – to encourage creativity, innovation and collaboration to equip children as potential leaders of the future.



About King’s College Doha

King’s College Doha opened in September 2016 in partnership with its UK sister school, King’s College Taunton with the objective of bringing over 140 years of outstanding education experience to Doha.

King’s College Doha provides:

- a premium, diverse British education in the international context of Qatar;
- academic excellence for all;
- outstanding pastoral care and opportunities for personal development;
- a unique focus on specialist teaching whereby all subjects are specialist led from Year 5 onwards; and
- a broad range of co-curricular activities as part of a fulfilling and extended school day.

The partnership with King’s College Taunton, is a great source of strength. Significant collaboration in areas such as vision and ethos, curriculum planning, professional development and co-curriculum opportunities, ensures that we maintain the highest international standards. Through the strength of our partnership, both children and teachers in Doha benefit from the expertise and reputation King’s College has built in the UK over the past century and a half.

We combine an academic focus with a broad co-curriculum, offering all our pupils an extended and fulfilling day. Underpinning our curriculum is the value we attach to pastoral care. We understand that children fulfil their potential when they feel happy, supported and at ease in their surroundings.

All members of staff, therefore, work hard to build a strong sense of community and promote supportive relationships, ensuring that children know that they always have a peer or an adult to whom they can talk.

The structure of King’s College Doha is:

Pre-Prep:	Pre-School - Year 2	3 - 7 years old
Prep:	Year 3 - Year 8	7 - 13 years old
Senior School:	Year 9 - Year 13	13 - 18 years old

The School is conveniently located in the district of Al Thumama, easily accessible from most parts of Doha and only a twenty-minute drive from the City centre. Our impressive campus houses some of the finest Prep School facilities in Qatar. These include a dedicated library, a central atrium, a science lab, an art and design centre, music and drama classrooms and practice rooms, a mac lab, a sports hall, an outdoor 25-metre pool with learner area, and outdoor games courts.

Opening in September 2022, award winning architects have completed the design for our new first class campus at Mesaimmer which will boast some of the finest School facilities in the region. Our second campus is a short drive away from our current School and will ensure that pupils can complete their school education at King’s College, Doha.



Accreditation

King's successfully achieved the Qatar National Schools Accreditation in record time following an inspection in March 2019 and is a member of the British Schools of the Middle East (BSME). According to the Ministry of Education, King's was rated among the most outstanding schools in Doha after only three years of operation.



Our Founding School – King's College Taunton

King's College in the UK is a co-educational independent school in the UK. The School's history can be traced back as far as 1522. The current campus was established in 1880 to educate 750 boarding and day pupils between the ages of 3 and 18.

The College prides itself on being an outstanding educational establishment with a busy and purposeful school community. Children enjoy a challenging, holistic education in a progressive and stimulating environment. They benefit from first-class teaching facilities as well as from outstanding

facilities for sports, music, arts and outdoor education. Children emerge from King's as well-qualified learners who are able to progress through to the best British universities and become well-rounded, balanced individuals.

Our connection with King's College Taunton permeates the School at every level from governance and management to classroom practice, co-curricular vision and the staff appointment process.





Living in Qatar

Surrounded by clear, shallow waters on three coasts, Qatar is one of the smallest Arab states in the Gulf region. Despite this, it has a big heart, huge ambitions, and a reputation for hospitality that reaches far beyond its borders.

Qatar has seen rapid growth and development over the last two decades. Helped by its rich oil and gas reserves, Qatar now has one of the world's highest GDP per capita incomes. Much of the country's progress has been centred on Doha, and there are few signs of this slowing. Lonely Planet articulates the sense of the excitement and energy currently felt in Doha.

Doha has a significant expatriate population, drawn to the City for several reasons:

- Its growing status as a regional economic and industrial centre means there are a range of exciting job opportunities in various sectors such as healthcare, education, financial services, engineering, and hospitality.
- It is complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee



“Whether it’s the stunning and constantly changing skyline or the massive investment the Qatari authorities are making in landmark cultural icons, this is a city oozing confidence and style, as at ease in its modern shopping malls as in its traditional souqs. Wander the reinvented and fabulously atmospheric Souq Waqif, wonder at the sheer beauty of the world-class Museum of Islamic Art and its exhibits or head out to Katara to explore – wherever you look, Doha is threatening to eclipse Dubai as the Gulf’s most dynamic city. Throw in a new Metro system in the making and the 2022 FIFA World Cup on the horizon, and the chances are that things are only going to get better.”



shops, well known supermarkets, an efficient health system, five-star hotels, to name but a few.

- Despite being a modern city, Doha retains many traditional elements and, through its world famous museums and cultural centres, is a regional hub for art and music.
- Doha has much to offer for those interested in playing sports and partaking in outdoor pursuits. The beautiful waters of the Persian Gulf offer excellent water sports opportunities and the surrounding desert provides great conditions for pursuits such as dune bugging and quad biking. Furthermore, Doha has invested in several outstanding green park spaces and has some of the finest sports facilities in the world.
- Doha is also a regular venue for professional sporting events. Amongst others, it currently hosts international competitions in tennis, athletics, cycling and squash; attracting leading athletes in all cases. Its reputation as a sporting hub will only be enhanced by the football world cup in 2022 and the national sides recent victory in the AFC Asian Cup.

There is then the rest of the world. Doha's location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. With Qatar Airways flying direct to over 160 destinations, Doha is truly an excellent staging post.



Appointment Details

Post Title	: Facilities and Operations Manager
Grade of Post	: Extended Senior Leadership Team
Reporting To	: Principal
Start Date	: August 2021 (or earlier)
Contract Type	: Permanent. Full time
Salary	: Tax Free QAR 14-18k (depending on qualifications and experience)
Location	: King's College, Doha

Job Purpose

The key responsibilities of this role will be to support with the development and implementation of the strategic plan and annual Business Plan for King's College Doha. To plan and implement necessary works at our school(s), to source contractors and obtain the required number of estimates and quotations for budgeted works/services and make recommendations, to engage with approved contractors to deliver contracted services.

You will support with the maintaining of school site to a safe standard by ensuring that all Health and Safety procedures are followed, applicable standards are met and hazards identified and remedied in a timely manner.

Responsible For

School Facilities and Operations.

Liaising With

The Senior Leadership Team, staff and parents.

Premises Management

- Have responsibility for all the services which support the running of the school premises
- Act as the principal point of contact for contractual issues with regard to premises related contracts such as those for grounds maintenance, plant maintenance and CCTV/alarm/door access. Arrange regular meetings with company management to discuss performance and any matters of concern. On termination or expiration of the contract, organise the tendering process to make a new appointment.
- Manage, prepare and regularly review the maintenance plan for the building and grounds.
- Manage the Site team.
- Prepare reports as required for governors and senior management. Deal with correspondence relating to facilities management issues.

Business Development, Event Management and Day-to-day Operations

- Have a commercial mindset to be able to imbed commercial perspectives throughout the operational activities of the school. This will include activities such as transport, uniform and catering operations.
- Identify other revenue generating activities that would benefit the school
- Managing the promotional and business aspects of all school events in discussion with Principal
- Negotiating contracts and fees
- Generating innovative ideas

Staff

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To work with the Principal and Senior Leadership Team to ensure efficient and effective deployment of support staff.
- To undertake Performance Management Reviews.
- To assist in the appointment and induction of new staff.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Lead and manage the training of the Site staff for the school. Undertake further training as required or as directed by the Principal.

Site and Building Responsibilities

- Ensuring all schools buildings and grounds are cleaned to agreed standards and specifications
- Ensuring maintenance of all school buildings, grounds and utilities, operating an agreed programme of planned preventative maintenance and making sure that repairs are properly and promptly carried out.
- Keeping all school buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly
- Ensuring compliance with relevant health and safety regulations and codes of practice and with due regard for the health and safety and welfare of all premises users and visitors including contractors
- Administer the lettings at the school, ensuring that applicants are screened appropriately and best use of available resources is achieved.

Health and Safety

- Be the Health & Safety officer for the School.
- Provide advice and guidance to managers and staff on building health and safety matters
- Carry out termly inspections of the buildings and grounds, and report the findings to the next meeting of the Health and Safety Committee
- Investigate sites related accidents and incidents and prepare reports as required. Assess and respond to health and safety hazards. Act as the school's contact for the Fire Officers and the Health and Safety Executives
- Ensure that policies and procedures for the Site team are regularly reviewed and put into effect. Carry out risk assessments (preparation and review)
- To work with the Principal in order to ensure that all resources and areas of the school meet school Health and Safety standards.

Manage Front of House and Transport Staff

- Ensure the Front of House team are delivering excellent service to external visitors
- Ensure the Front of House operation is integrated with the rest of the school's activities in order to support all of the school's activities.
- Manage the transport function of the school so that it is efficiently managed and effectively supports the school's activities.

Risk Management

- Engage in the school risk management process.
- Identify potential operational risks and the potential impact to the school.
- Identify and recommend mitigation strategies as appropriate.

King's College Expectations

As part of the King's College, Doha Team, you are expected to:

- Act with professional integrity at all times, notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work.
- Identify and improve those areas relevant to your role that need to move from good to outstanding.
- Maintain school policies and procedures relevant to your area and update whenever required.
- Be present where required at meetings, performances and other functions/events.
- Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas being a present around school, appraisal and performance and line management systems.
- Work as part of a team submitting draft proposals and documents for further development by the Leadership Team and accepting and supporting final Leadership
- Be punctual to attend scheduled meetings.
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Principal.
- Maintain confidentiality, at all times.
- Avoid the 'them and us' ethos.
- Undertake specific tasks reasonably delegated by the Principal.

Personal Profile

This is a broad role interacting with many aspects of school life. Ideally it would suit someone with the following experience and qualities:

- Degree educated (essential).
- Experience of schools and education (desirable).
- Team player (essential).
- Excellent verbal and written skills in English (essential) & Arabic (desirable).
- Well organised and capable of managing multiple workloads and deadlines (essential).
- Personable and able to build strong relationships with both internal and external stakeholders at all levels(essential).
- Experience in some or all aspects of the job description (desirable)





How to Apply

In order to apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to careers@kingscollegedoha.com.

The closing date for applications is Sunday 28th February 2021. Early applications are encouraged as applications will be dealt with on receipt.

Applications will be reviewed as they are received. Early application is advised for this outstanding opportunity. King's College, Doha reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email HR at careers@kingscollegedoha.com.

Please visit our website at www.kingscollegedoha.com for further information about the School.



Safeguarding and Privacy

King's College, Doha is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than 6 months old. Three satisfactory professional references will also be required.

If successful, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' pupil.

These documents will need to be attested by the Ministry of Foreign Affairs and Qatari Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by King's College, Doha and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by King's College, Doha and its affiliates.





*Offering over 140 years of
outstanding British
independent school
experience*



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