

Position Description: Facilities Engineer

Cognita, a leading global schools' group, is seeking a resilient and highly motivated Facilities Engineer to join our team in RGS.. This critical role will be based in the school .The Facilities Engineer is responsible for the upkeep, maintenance, and operational efficiency of the school's physical assets, including buildings, grounds, and mechanical systems. This role ensures that the school environment remains safe, functional, and conducive to high-quality teaching and learning. The Facilities Manager will manage daily operations, lead preventative maintenance programs, and coordinate with contractors for repairs, renovations, and compliance with related policies and promoting a culture of safety across the school.

The successful candidate will be primarily responsible for following the facilities policies and procedures, providing training and support to staff, conducting audits and risk assessments, and managing school teams. They will also liaise with internal and external agencies and keep up to date with relevant legislation and standards. This role requires a personality that is both professional and empathetic, combining a flexible approach with a driven, results-oriented mindset.

To promote the safeguarding and welfare of students and young people in their care. The individual will be responsible for adhering to and ensuring compliance with the Cognita Middle East International Safeguarding Policy, including Child Protection Procedures, at all times.

Job Title	Facilities Engineer	Department	Operations
Reports to	School Operations Manager	Positions Supervised	Project Security FM Team Building/Events Executive
Start Date	October 2024	Location	Dubai, UAE

Position Objective

Responsible for the effective management of campus facilities, maintenance & operations, third party vendors, and administration. Scope includes campus cleaning, security, transportation, cafeteria, health & safety, pest control, waste management, utilities, landscape and improvement works.

KEY ACCOUNTABILITIES

- Establish and sustain strong partnerships, fostering open and positive communication with all staff, senior leaders, and the principal.
- Provide leadership for the facilities team, cleaners, security team, and any other contracted staff.
- Oversee the day-to-day maintenance and repair of the school's buildings, grounds, and infrastructure, ensuring they meet health, safety, and regulatory standards.
- Manage and maintain all building systems, including air conditioning (HVAC), electrical, plumbing, and fire safety systems.
- Implement and manage preventative maintenance programs to minimize breakdowns and extend the lifecycle of assets.
- Ensure that all school facilities are clean, well-maintained, and secure for staff, students, and visitors.
- Adhere to the school's policies and procedures and ensure all supervised staff do as well.

- Ensure the school complies with all relevant health and safety legislation, including fire safety, workplace safety protocols etc.
- Conduct regular site inspections to identify hazards and ensure that necessary safety measures are in place.
- Work closely with school operation to ensure that PPM tasks are completed on time and to the required standard.
- Respond to emergency callouts, addressing urgent repairs or safety issues as needed.
- Maintain accurate records of maintenance schedules, safety inspections, and repairs for regulatory compliance.
- Ensure the school campus meets the standards required by local and international school inspection boards regarding cleanliness, health and safety, and functionality.
- Supervise repairs conducted by the school FM team and external suppliers, acting as the responsible lead for signing off on tasks to attest to their proper completion.
- Ensure all maintenance and requests are carried out and recorded in the CAFM platform (FACILIO).
- Ensure all health and safety checks (e.g., bus, CCTV, play equipment, fire systems) are carried out by the facilities team and report any issues to the Operations Manager.
- Ensure the school's contracted cleaning company immediately and properly addresses any emergency cleaning duties during the school day.
- Ensure the school's pool is kept clean and safe for student use, checking the chemical levels twice a day, and securing the pool area when teaching staff or guards are not present, and always adhering to pool safety operating procedures.
- Support the Operations Manager, Principal, and/or their delegate with the administration of the Crisis Management and reporting protocol.
- Ensure the work permit system for contractors is properly followed by maintaining the school's standards.
- Monitor and manage the school's daily energy consumption, identifying opportunities for energy-saving measures and implementing them.
- Lead sustainability initiatives, including recycling programs, water conservation, and waste reduction strategies.
- Ensure that school drop off time and pick time are managed effectively.
- Oversee the school's security systems, including CCTV, access control, and alarm systems, ensuring the safety and security of the school community.
- Develop and maintain emergency response plans, coordinating drills and training for staff and students. Be fully aware of the school's fire drill policy and support its compliance.
- Ensure that the school is prepared for emergencies such as fire, flood, or other significant events, and take a lead role in incident management.
- Lead and oversee renovation, refurbishment, and repair projects, coordinating with external contractors, architects, and consultants as necessary.
- Ensure projects are completed on time, within scope, and on budget, minimizing disruption to school operations.
- Propose new strategies to reduce the consumption of water, cooling, and electricity while maintaining the school's standards
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GENERAL RESPONSIBILITIES

- Ensure school is coordinated and considered in its requests
- Model the RGS Values in all language and interactions
- Commitment to staff and student wellbeing, parent education and supporting the development of a strong culture of community

- Comply with and demonstrate an active commitment to safeguarding policies, procedures and code of conduct
- Follow all school policies, procedures and handbooks
- Take a proactive and professional approach to school life and professional development
- Respect and maintain all aspect of professional confidentiality
- Undertake such duties as may reasonably be requested

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Person Specification	
Qualifications	<ul style="list-style-type: none"> ▪ Minimum Bachelor degree
Essential	<ul style="list-style-type: none"> ▪ Knowledge of basic accounting and finance principles ▪ Excellent organizational and leadership skills ▪ Excellent verbal, written and presentation communication skills
Experience	<ul style="list-style-type: none"> ▪ Experienced in technical/engineering operations and facilities management best practices.
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Senior Leadership Team • RGS employees <p>External:</p> <ul style="list-style-type: none"> • Third party suppliers
Capabilities and Qualities	<ul style="list-style-type: none"> ▪ Strong administration skills (accurate and attention to detail) ▪ A high level of confidentiality (tact and diplomacy) ▪ Strong communication skills; written, verbal and non-verbal ▪ Excellent interpersonal and customer-facing skills ▪ Proven experience of operating remotely from the customer ▪ High standard of English, Maths and ICT skills ▪ Self starter with a strong sense of logic, analytical and organisational skills ▪ A flexible team player
Working Conditions	<ul style="list-style-type: none"> ▪ 08:00am – 5:00pm or as required ▪ Meetings as required ▪ School environment – Indoors and Outdoors
Salary	Competitive
Contacts	<ul style="list-style-type: none"> ▪ Students and Parents ▪ Teachers and school leadership teams ▪ Government bodies such as KHDA, DDA, DM etc ▪ External accreditors ▪ Parents association ▪ Facilities and maintenance teams

	<ul style="list-style-type: none"> ▪ Third Party vendors and contractors
Contract	<ul style="list-style-type: none"> ▪ 2 – Year Fixed Term Contract
Application	<p>Interviews will take place either face to face in Dubai or by video conferencing.</p> <p>RGS Guildford Dubai is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments and a vetting procedure is applied to all appointments.</p>

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of the school. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Post holder Date

Line manager Date