



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Facility Manager



Welcome Message

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Caroline Pendleton-Nash
CEO, Queen Elizabeth's Global Schools



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The School

At Queen Elizabeth's School, Gurugram, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





The Opportunity

We are seeking a highly competent and detail-oriented Facility Manager to ensure the safe, efficient, and immaculate operation of the school's buildings, grounds, and physical infrastructure.

This is a key operational role responsible for the day-to-day management, maintenance, and safety compliance of all facilities, ensuring that the school environment consistently reflects the highest international standards. You will play a vital part in delivering a clean, secure, and well-functioning campus that supports exceptional teaching, learning, and community life.

As a valued member of the operations team, you will contribute to upholding the vision of Queen Elizabeth's Global Schools, maintaining the standards of excellence and attention to detail that define our founding institution, Queen Elizabeth's School, Barnet.

If you are a proactive, solutions-focused professional who takes pride in maintaining exceptional facilities, we would be delighted to hear from you.

The Role

Job Title: **Facility Manager**
Reporting to: **Head of Operations**

Facilities and Maintenance Management

- Oversee the maintenance and repair of the school's buildings, equipment, and grounds, ensuring facilities are in excellent working condition at all times.
- Develop and implement a comprehensive preventative maintenance program for mechanical, electrical, and plumbing systems, as well as school assets.
- Supervise and coordinate the work of in-house maintenance staff and external contractors, ensuring all tasks are completed efficiently and to a high standard.
- Regularly inspect the school premises to identify issues and ensure that health and safety standards are met.
- Maintain an inventory of maintenance supplies and equipment, ensuring timely procurement and cost-effective management of resources.

Health, Safety, and Security

- Ensure the school complies with all local health, safety, and environmental regulations, including fire safety and emergency response protocols.
- Conduct regular risk assessments and safety audits of the premises, addressing any identified issues promptly.
- Oversee the implementation and maintenance of security systems, including CCTV, access controls, and visitor management systems.
- Lead on emergency preparedness, including fire drills, evacuation plans, and first-response readiness.

Vendor and Contractor Management

- Manage relationships with external vendors, contractors, and service providers for cleaning, maintenance, landscaping, and other outsourced services.
- Ensure all contractors adhere to school policies, including safeguarding and safety requirements.
- Negotiate contracts and service agreements to ensure high-quality services are delivered within budget.

Budgeting and Financial Oversight

- Prepare and manage the facilities department's annual budget, ensuring cost-effectiveness and value for money.
- Monitor expenses related to maintenance, utilities, and services, and provide regular financial reports to the Head of Operations.

Operational Support

- Support the planning and execution of school events, ensuring facilities and equipment are available and set up appropriately.
- Oversee transportation services, including all coordination with transportation providers.
- Monitor utilities (electricity, water, and gas usage) to ensure efficient consumption and cost control.



The Person

Qualifications and Experience

- Bachelor's Degree in Facilities Management, Engineering, or a related field (professional certifications such as NEBOSH, IOSH, or IWFM are highly desirable)
- Minimum of 5 years of experience in facilities management, preferably in a school or educational environment
- Proven experience managing budgets, contractors, and maintenance teams
- Knowledge of sustainable and energy-efficient practices is an advantage

Personal Qualities

- Strong leadership and team management skills, with the ability to motivate and oversee a diverse team
- In-depth knowledge of facility systems, including HVAC, electrical, plumbing, and security systems
- Familiarity with local health and safety regulations and compliance standards, including local Municipality requirements
- Culturally responsive, open-minded, and committed to inclusive education

The Package

We believe that outstanding educators deserve outstanding support. Our compensation and benefits package reflect our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international schools. The salary reflects our expectation that staff contribute fully to the co-curricular, pastoral, and house life of the school. A strong commitment to holistic education is at the heart of our professional culture.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

School Fee Remission Subsidised education for up to two children attending Queen Elizabeth's School, Gurugram.

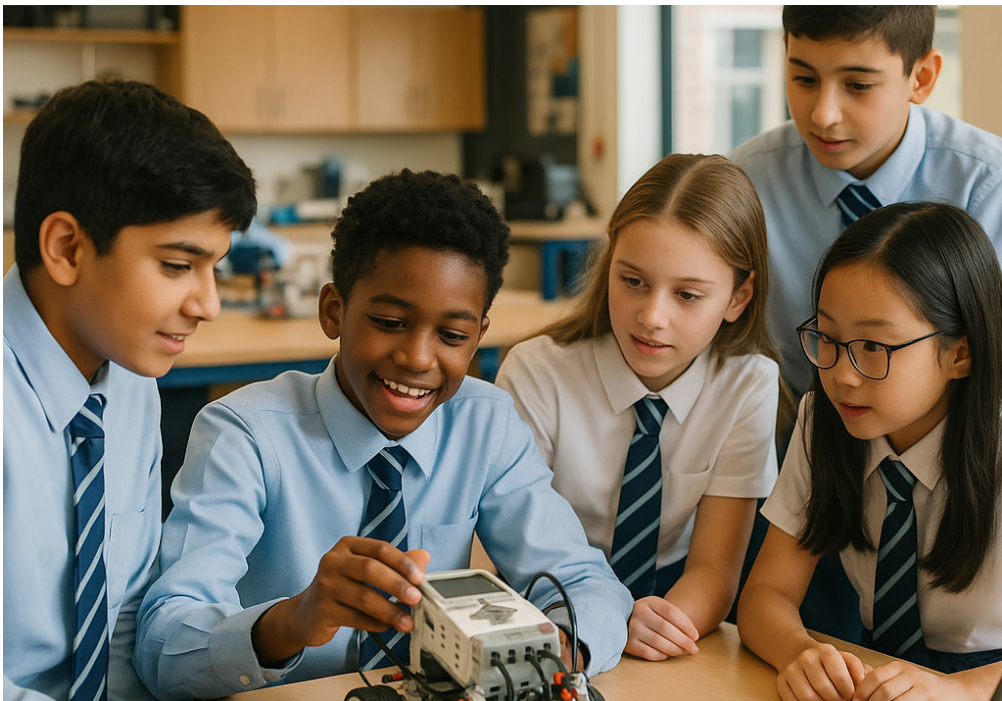
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

Candidates will be asked to present their vision for delivering outstanding Facility Management Services that support the school to nurture confident, able, and responsible young people, in alignment with the mission of Queen Elizabeth's Global Schools.

Queen Elizabeth's Global Schools are an equal opportunities employer and is deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.



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*Some images within this document have been generated using Artificial Intelligence (AI).

*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.