



Head of Facilities

Job Information

Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

Job ID

1530264

Industry

Other (Education)

Job Type

Contract

Location

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

Train Description

Airport Line (No.1 Line), Fujisaki Station

Salary

3.5 million yen ~ 4 million yen

Refreshed

April 1st, 2025 17:10

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Title: Head of Facilities

Responsible to: Deputy Business Manager, Business Manager & Head of School

Introduction

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As a member of the school, the Head of Facilities is expected to embrace and promote Fukuoka International School's mission with the utmost professionalism.

Position Overview

The Head of Facilities will manage and maintain all school facilities, leased property, furniture and equipment while ensuring that high standards of safety, cleanliness and security are observed at all times. This position will oversee a small team consisting of a facility manager, custodians and guards. He/She is expected to be proactive and maintain active collaboration

and communication with all school stakeholders including but not limited to staff, faculty, parents, students and vendors regarding all facility aspects.

Safeguarding and Child Protection

All FIS Staff are responsible for promoting and safeguarding the welfare of all children and young people in their care. Adherence to the school's Safeguarding and Child Protection Policy is mandatory. Any concerns about a child's safety must be reported to the Safeguarding Lead, Deputy Safeguarding Lead, or Head of School to initiate the appropriate referrals to external agencies.

DUTIES AND RESPONSIBILITIES

Daily operations

- Supervise school facility operations, including maintenance, student safety and security, and cleanliness.
 - Open/Lock up buildings responsibilities and procedures.
 - Manage and maintain the keys to the school buildings and equipment.
- Monitor the campus buildings and grounds in terms of health and safety, report damages, organize repairs with priority given to issues with regard to student safety, and recommend any areas for improvement.
- Plan routine preventive maintenance for school facilities, equipment and vehicles to ensure student safety and smooth school operations.
- Support the review of the school's emergency procedures handbook.
- Update, inspect and maintain school emergency evacuation tool kits and inventory, and take appropriate measures to ensure all property is kept safe during extreme weather conditions.
- Source, evaluate and manage outsourced vendors (cleaning, security, maintenance, repairs, renovations etc.) and ensure goods and services are delivered according to specifications.
- Support furniture and equipment moving requests for daily school operations and special events.
- Oversee school car park issues including, but not limited to visitor parking, pick up and drop off etc. to ensure student safety and security.
- Oversee the usage and maintenance of school vehicles to ensure appropriate use.
- Coordinate related insurance and payments for school facilities, leased property and vehicles.

Development of campus facilities and equipment

- Support the development of long-term facilities improvement plans and suggest improvement to related policies, procedures and systems.
- Support the planning and monitoring of the annual facilities budget.
- Manage the improvement and beautification of school facilities through a planned program of grounds improvement.
- Collaborate with the IT team to manage protection against loss of school equipment by coding all school property through the use of an inventory system.

Oversee school apartments

- Oversee the coordination of leased school apartments with estate management companies on issues raised by tenants.
- Support orientation and apartment setup of new teachers' apartments in Fukuoka in collaboration with the HR team.

Shared office work may be assigned as duties and other duties may be assigned as appropriate.

Required Skills

Qualifications, Experience and Skills

- A Bachelor's degree in building or real estate management or other related fields. Equivalent qualifications or relevant experience in related fields can be considered.
- Experience in facility management is desirable but not necessary.
- Good planning and organizational skills and ability to coordinate schedules.
- Excellent communication skills to foster positive relationships with stakeholders.
- Adaptable and able to react calmly and quickly during unexpected situations.
- Positive attitude and ability to work in teams and or independently.
- Proficiency in IT skills and Google Suite or equivalent. Knowledge of other design software is a plus.
- Fluency in Japanese and English is a prerequisite. Knowledge of other languages is a plus.
- Physically fit to move furniture or equipment
- Possesses a Japanese driving license.

Company Description