

Job Title	Facilities Officer
Report to	Headteacher
Department	Facilities Management

Job Responsibilities

- Assist the line manager to ensure the facility usage, improvements, and setups is implemented.
- Provide weekly status updates on facility operations.
- In conjunction with all departments, ensure proper scheduling and setup of facilities for meetings, events etc.
- Assisting with the development of fire evacuation and disaster response policies and procedures, as is appropriate to the respective worksites, providing training on safety issues, scheduling and monitoring the regular evacuation exercises.
- Follow up the defect rectification for remaining items.
- Assist the line manager to ensure fire risk assessment with positive result;
- Liaising with all the related departments and follows up with the respective duties;
- Taking ad hoc tasks assigned by Headteacher.