



THE
BRITISH
SCHOOL
OF AMSTERDAM

Role:

Facilities & Building Manager

Required from September 2021

We are looking for a motivated, enthusiastic and experienced Facilities & Building Manager to join our Support Team. You will be responsible for maintaining the facilities and buildings to the highest standards and will lead the facility teams and various projects.

The closing date for applications
is on 3 September 2021.

About the School

The British School of Amsterdam provides high quality education, much of which is outstanding. The behaviour, attitudes and engagement of pupils in their learning is exemplary. They are a credit to the school. Personal development is of a high order. Pupils feel secure and valued within the friendly mutually trustful learning environment that prevails throughout the school. Pupils are well supported by excellent pastoral care and robust welfare, health and safety policies and procedures. The pupils, parents and staff are highly committed to the school and feel valued and appreciated. The curriculum is broad and balanced, enriched by a range of extra-curricular activities.

British School Overseas Inspection Report (November 2017)



The British School of Amsterdam (BSA) is an independent co-educational non-profit day school providing world class teaching and learning for children from 3 to 18 years old. Currently based on three campuses in the south of the city of Amsterdam, the school is organised into three sections: Early Years (3 to 6 years), Juniors (6 to 11 years) and Seniors (11 to 18 years) each with its own Head and team of staff. We currently have just under 970 pupils across the school. The British School is directed by a whole school leadership team comprising the Principal, Bursar and the Heads of the Early Years, Junior and Senior schools. The Support Department consists of admissions, data management, finance, IT, facilities, catering and HR.

Our school offers a stimulating and caring environment, enabling all children to realise their full potential academically and to develop the skills and confidence for a fulfilling and responsible life in a changing society. We believe that education should nurture a love of learning, a sense of curiosity, a sense of self-worth and the worth of others, a global awareness and a sense of responsibility. As a school, we seek to develop inquiring, imaginative, fascinated, knowledgeable and caring young people with an

eagerness for knowledge and a sense of value. Together, we aim to provide young people with the skills they will need to make informed choices in a moral context throughout the rest of their lives.

As a British international school, we are proudly non-selective with high expectations of all pupils and staff. Our staff are the school's greatest asset; they are professional, caring, committed and work together, whatever their role, to provide the best possible education for the children in our care.

In April 2021, our schools came together in one single location on the Havenstraat in Amsterdam. The entire building project was worth over €40 million and is an exciting new chapter for the school. This move will enable further expansion of the Senior School across all Key Stages.

We are accredited by the UK Government as a British School Overseas offering the National Curriculum for England leading to IGCSEs and A-Levels. Our most recent inspection report can be found [here](#).

About the role of Facilities & Building Manager

The responsibility and purpose of the Facilities & Building Manager (FBM) is managing all aspects of the (monumental) building and facilities within the BSA. This includes managing the facilities team(s), providing (solicited and unsolicited) value-added advice and analyses to management, taking the lead in building related projects, ensure Health & Safety compliance and supporting the organisation on facilities and building related needs and requests.

Key responsibilities

- **The proper and safe functioning of the school's buildings, installations and grounds.**
 - Ensuring a safe and secure environment for all children, staff and visitors;
 - Planning & Carrying out maintenance & improvement works;
 - Keeping, improving and maintaining the school's facilities and maintenance procedures;
 - Coordinating logistic flows in the building;
 - Managing quality, execution and progress of external suppliers' contracts and service agreements.
- Ensuring that the school's facilities are functioning according to the school's international and domestic quality standards, regulations, and needs. Including, but not limited to matters of:
 - Cleaning;
 - Furniture;
 - Security;
 - Inspections;
 - Energy & Utilities;
 - Waste management.
 - **Enforcing the functioning of Health & Safety, security and environmental standards in place.**
 - Compliance to regulations and policies;
 - Implementing changing regulation;
 - Guiding and/or initiating inspections & audits;
 - Emergency and Evacuation policies (BHV).
 - **Creating and Controlling the yearly F&B budget and maintenance plans;**
 - **Leading, guiding, supervising and developing the facilities team(s).**
 - Facilities desk / team;
 - The move project team (until the move);
 - School keepers;
 - BHV teams.



Contract and benefits

The position is full-time (40 hours per week).

Benefits include

- Salary (full-time) between € 4,500 – 6,000 per month depending on skills and experience;
- An additional 8% holiday allowance is paid per year;
- 30 Holidays per year;
- A pension plan fully funded by the BSA.

About you

Knowledge & Experience

- Current and relevant experience
- At least five years of experience in a similar leading role in buildings and facilities management;
- Deep knowledge in the field of housing and furnishing, management and maintenance of buildings, preferably in a school setting;
- Experience in the workings of city offices and municipal services;
- Proven management experience in order to manage and positively engage with a variety of disciplines and levels;
- Understanding of changing legislation and regulations in the fields of working conditions, environmental, buildings and safety legislation;
- Knowledge and understanding of (the operation of) technical installations within buildings and understanding of material specifications;
- Financial proficiency in order to draft budgets and investment plans and analyses;
- MS Excel proficiency;
- Professional proficiency in written and spoken English;
- Near-native proficiency in written and spoken Dutch;
- Working experience in an international school environment is an advantage;
- An established professional network with the relevant Amsterdam municipal services is an advantage;
- Negotiation skills in order to engage effectively with external contractors and suppliers is an advantage.

Personal Profile

The ideal candidate

- Is approachable and a strong communicator in order to get things done and effectively communicate with both the school's leadership, the school's operational teams and external partners;
- Is well organised, has the ability to prioritise and possesses excellent planning skills;
- Is pro-active and self-starting with a positive can-do mentality;
- Is mature, reliable and responsible. He/she always delivers his/her commitments and is not afraid to take decisions or speak up;
- Is flexible, calm and coolheaded: always prepared for addressing big issues that can happen at any unexpected moment.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks, other safeguarding check lists and the provision of a VOG (verklaring omtrent gedrag).





Our new home

We are honoured to have had the opportunity to turn this former prison monument with its wealth of history, into a place to educate our future generations of over 40 nationalities. The building has been specifically redesigned for us and to a high level of specification. All our three schools are now together under one roof with the finest facilities of any school in the city.

Our appreciation of the historic importance is reflected in our close relationship with the Monuments Department of the Municipality of Amsterdam, and our choice of architects, whose experience includes the renovation of the Rijksmuseum and the Anne Frank Huis. We will preserve the historic façade of the building as viewed from the Amstelveenseweg roundabout, restoring the classic view from the main road.

The new building has the capacity to house up to 1,200 pupils, although the architectural design allows us to keep our all-important 'small school' feel while also reflecting our focus on innovation, sustainability and pupil centred learning.

Application process

Please send your CV and cover letter (addressed to the Manager of Operations, Rosanna Russo) to recruitment@britams.nl by Friday 3 September.

Further information can be obtained by sending an email to recruitment@britams.nl. We will contact successfully shortlisted candidates with more details about the interview process.

The British School of Amsterdam

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britams.nl/about-us/working-at-the-school

