



DEUTSCH-SCHWEIZERISCHE  
INTERNATIONALE SCHULE  
GERMAN SWISS  
INTERNATIONAL SCHOOL

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1250 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP, respectively. We are inviting applications from experienced and qualified candidates for the following position **commencing as soon as possible**.

### **FACILITIES ASSISTANT (POK FU LAM CAMPUS)**

(Mon to Fri from 8am to 5pm, including a lunch break; alternate Saturdays from 8am to 12 pm)

The Facilities Assistant is responsible for supporting the daily operations of the Pok Fu Lam Campus and assisting the Facilities Officer in managing and maintaining the building and facilities. This role involves coordinating cleaning, security, repair, and maintenance works, as well as providing overall support for the management and upkeep of the school environment.

The working hours and workdays are flexible and can be discussed during the interview. We will try to accommodate the applicant's requests wherever possible. Occasionally evening work is required, and compensation will be provided either in the form of overtime pay or time in lieu.

### **Duties**

- Oversee the day-to-day operations of the Pok Fu Lam Campus
- Conduct periodic inspections of the buildings, grounds, and equipment to identify repair, maintenance, and improvement needs
- Ensure that soft landscape, security, and cleaning service providers, as well as in-house cleaners, deliver scheduled services
- Perform routine inspections of the site, including daily facilities checks and risk assessments
- Provide support for events and activities, including venue setup, cleaning, security, and logistic assistance
- Handle department-related inventory
- Participate in traffic control duties
- Ensure compliance with the school's Facilities policies and procedures, and with governmental regulations
- Provide instruction and guidance to new personnel regarding their duties
- Coordinate schedules and staff assignments for regular duties and maintenance requirements.
- Conduct regular evaluations of outsourced support staff

### **Requirements**

- 2-3 years of relevant experience in building management or facilities management, preferably in a school setting
- Sound knowledge of cleaning methods and equipment
- Team orientation and people management skills

GSIS offers benefits such as competitive salary, 13<sup>th</sup>-month salary payment, annual leave, and medical benefits.

### **HOW TO APPLY**

If you are interested in this position, please apply via phone to Ms Chloe Kim 2849 6216 or send your CV to [hr@gsis.edu.hk](mailto:hr@gsis.edu.hk). Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/en/about-us/careers/job-openings/>. Applicants not invited for interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

***GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard.***

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