

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English – providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position:

### **FACILITIES OFFICER (PEAK CAMPUS)**

(Monday to Friday from 7am to 4pm, including a lunch break; alternate Saturdays from 8am to 12 pm)

The Facilities Officer is responsible to manage daily operations at our Peak Campus and provide occasional support to the Pok Fu Lam Campus. Working closely with the Senior Facilities / Operations Officer, he/she will ensure our school's buildings and facilities are maintained to an excellent standard. 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**

- Manage the day-to-day operations of the Campus
- Conduct periodic inspections of the buildings, grounds, and equipment to identify repair, maintenance, and improvement needs, coordinate with maintenance team when necessary
- Perform routine inspections of the site, including daily facilities checks and risk assessments
- Ensure that soft landscape, security, and cleaning service providers, deliver scheduled services
- Manage building maintenance contracts
- Conduct regular evaluations of outsourced support staff
- Provide support for events and activities, including venue setup, cleaning, security, and logistic assistance
- 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
- Handle department-related inventory and perform any ad-hoc duties/tasks as assigned
- Compile Facilities Management Monthly report to keep track on service level delivered, propose and implement soft and hard services improvement



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## Requirements

- 1 year of relevant experience in building management/facilities management/property management, preferably in a school setting, recent university graduates or candidates with less experience are encouraged to apply and may be appointed as Facilities Assistant.
- Strong communication and people management skills
- Flexible, energetic, passionate and self-driven individual

***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 including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all student at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.***

## What we offer

GSIS offers benefits such as competitive salary, medical health insurance, annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

## How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>). Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.