

Position Available

School Facility Coordinator

VISS Central Region Campus

About the Role:

VISS Central Region is seeking a proactive and highly organized **Facility Coordinator** to oversee the daily management and maintenance of our school buildings and grounds, coordination and management of security Teams. This role is essential in ensuring a safe, clean, and efficient environment for students, staff, and visitors.

Key Responsibilities:

- Manage the upkeep and maintenance of school buildings, classrooms, and outdoor facilities.
- Schedule and oversee cleaning, repairs, and routine inspections.
- Coordinate with contractors, service providers, and maintenance staff.
- Coordinate the Administration associated requirements for 3rd party and external contracts
- Monitor and ensure compliance with SPEA, MOE, Municipality and school health and safety regulations.
- Respond promptly to facility-related issues or emergencies.
- Assist the School SLT in planning and executing school events or activities requiring facility setup.
- Keep accurate records of maintenance schedules, inspections, and repair work.

Requirements:

- Proven experience in facility management/ coordination (preferably school environment).
- Strong observational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to multitask and manage a team
- Working knowledge of health, safety, and environmental regulations
- High level of integrity and professionalism.

Preferred Qualifications:

- Valid security license/certification as per local regulatory standards, including
 - IOSH or NEBOSH
- Bachelor's degree
- First Aid/CPR certification.
- Experience in using security technologies relating to security (access control systems, CCTV etc.

Full job Description available [here](#)

Apply Now

Submit your CV and a cover letter to hr.recruitment@viss.ae

Applications close 7 July 2025. Please include " School Facility Coordinator Central Region in the subject line.