SOMERSFIELD ACADEMY
Montessori & International Baccalaureate Programmes

Facilities Manager

Somersfield Academy is looking for a Facilities Manager who will maintain and oversee school grounds, buildings, and equipment to ensure a safe and functional work environment. The ideal candidate will actively perform daily tasks including negotiating contracts with service providers, inspecting facilities to meet or exceed safety regulations, and coordinating renovations. They must lead, motivate, and delegate accordingly and should have the manual dexterity and physical stamina necessary for this line of work. The Facilities Manager will report directly to the COO.

Key responsibilities:

- Lead in the preparation of our annual maintenance plan in line with the school's maintenance goals.
- Work closely with contractors and/or outsourced service providers such as security and janitorial staff to protect the interests of the facility.
- Actively participate in daily tasks and ensure a proactive approach to maintaining the school's physical assets.
- Perform equipment maintenance work on a rotational basis in line with our maintenance plan.
- Ensure the school obtains and complies with all required permits and licenses.
- Communicate directly and effectively with teachers and administrative staff to resolve service requests.
- Chair the Health and Safety committee and act as Chief Fire Marshal.

Qualifications, skills & experience:

- A minimum of a high school diploma along with facilities certification.
- A Bachelor's degree in a relevant discipline such as facilities management or business administration preferred.
- Minimum of 5 years' experience in a similar position involving facilities management.
- Advanced mechanical skills and knowledge around plumbing, HVAC, electrical, and roofing/masonry work. This will require proficiency with repair tools and techniques.
- Be hands-on, adaptable, and perceptive with a strong sense of urgency, taking the initiative to resolve tasks as quickly as possible.
- Maintain a positive attitude, be a team player, and possess the ability to self-manage.
- Have the capacity to lift heavy equipment and be comfortable standing for long periods of time.
- Must be on call in case of emergencies.

Somersfield Academy is committed to safeguarding the children of Bermuda and supports the International Task Force on Child Protection. To this effect, during the application process Somersfield Academy reserves the right to request an child safeguarding check at the cost of the applicant.

Please submit a resume along with two current letters of professional references by **November 25, 2026,** to **hr@somersfield.bm**