

The International School of Lausanne (ISL) is a leading not-for-profit, International Baccalaureate (IB) World School set in the French speaking part of Switzerland. Our school is committed to excellence in education. We strive to recognise the unique potential of each student, and to equip them to play an active and responsible role in a complex, multicultural world. The school employs approximately 250 members of staff on its campus where we welcome approximately 850 students from over 60 nationalities, from 3 to 18 years of age.

We are seeking a knowledgeable, well-organised, and reliable

## **Facility Manager (100%)**

Our modern campus is designed to support learning from the earliest years through to graduation, with dedicated spaces for Early Childhood, Primary School, Middle School, and High School. It comprises four purpose-built buildings set within extensive grounds. Facilities include a state-of-the-art Early Childhood Centre, well-equipped science laboratories, an innovation lab, an auditorium, comprehensive music facilities, a professional kitchen, and a cafeteria. The sports infrastructure features three large sports halls, an outdoor playground, a football pitch, and basketball and tennis courts. Altogether, the campus covers 23,700 m<sup>2</sup>.

The Facility team consists of the Manager and three technicians with an annual operational budget of approximately CHF 1,5 million. The Facility Manager is responsible for the security, maintenance, and services of the school's buildings and grounds, as well as the logistical coordination of all school events.

### **Main responsibilities:**

- Develop and implement a facility management strategy to ensure the optimal functioning of the school's facilities and assets.
- Prepare and manage the annual budget, including forecasting and expenditure planning.
- Develop and manage a comprehensive maintenance programme for buildings, outdoor facilities, and technical equipment.
- Coordinate and support staff and parents in organising school events, proactively monitoring the calendar, managing logistics (set-up, clean-up, equipment), and providing clear frameworks to ensure well-structured planning.
- Ensure compliance with all relevant regulations and uphold high standards in environmental, health, and safety practices (incl. fire protection, access control, surveillance).
- Maintain up-to-date processes and documentation on buildings and technical installations.
- Conduct risk analyses and ensure regular quality checks.
- Define, coordinate and lead partnerships with external providers (security, waste management, gardening, and cleaning).
- Manage procurement processes incl. tenders, contract negotiations, maintenance agreements.
- Monitor and optimise energy and utilities consumption through cost analysis and efficiency measures.
- Manage large capital projects, renovations or refurbishments.
- Lead and develop a multidisciplinary team: three facility technicians and four traffic supervisors.
- Participate in the on-call duty rota, typically one week per month.
- Build and maintain strong relationships with staff, parents, and students to ensure high-quality service delivery.

### **Desired profile:**

- *Diplôme Fédéral de dirigeant en facility management et maintenance* or equivalent education.
- Five years experience in facility management with a minimum of 2 years in a leadership position.
- Technical know-how in heating, ventilation, air conditioning, plumbing, electrical, and understanding of building and locking technology is an advantage.
- Experience in planning and managing events logistics is a strong advantage.

- Fluency in French (C1 minimum) with a good command of English (B2 minimum).
- Excellent planning and organisational skills, incl. project management.
- Strategic thinking, creative problem-solving skills, combined with a very hands-on approach.
- Excellent interpersonal skills with a strong customer service orientation.
- Ability to interact and foster positive working relationships in a culturally diverse environment; experience in an international environment is an asset.
- Proficiency in Microsoft Office with an emphasis on Excel.
- High standards of integrity and reliability.
- Self-motivated and keen to work in a dynamic and fast-moving school environment.

**What we offer**

- A modern and spacious campus (click [here](#) to take a look)
- Six weeks of holidays per year
- A generous pension plan and social insurances coverage
- Free well-being and sport activities
- Regular social events that help foster a sense of community and belonging
- Fresh and healthy menus from our cafeteria

**Are you interested?**

We invite you to share your application by submitting the following documents on [Job Up](#):

- cover letter
- CV/ résumé
- copies of diplomas
- copies of work certificates/ reference letters (if any)

**We care for children**

The International School of Lausanne is committed to safeguarding and promoting the welfare of children and young people. We expect all of our staff to share this commitment. A complete reference check and criminal records check will be conducted on all successful applicants.

**We value diversity**

At ISL, all members of our community contribute to creating an environment where diversity is valued. Each individual is committed to ensuring everyone has a strong sense of belonging and feels respected. ISL is committed to being an inclusive employer that values diversity. Find out more about our values [here](#).