

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate program and philosophy. DIS sees it as its special task to promote understanding between different cultures and the individual talents of young people.

MISSION STATEMENT

At Dresden International School, we are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

DIS Values

Commitment * Open-minded * Compassion * Integrity

Dresden International School seeks a full-time

FACILITY MANAGER (F,M,D)

Job Description

To ensure that our school operates smoothly every day and that our students, teachers, and staff can move about in a safe, well-equipped, and sustainable environment, we are seeking a dedicated and responsible individual to join us as a full-time Facility Manager, effective February 1, 2027.

In this multifaceted role, you will assume overall responsibility for the operation and further development of our two school campuses.

You will coordinate facilities, technology, maintenance, external service providers, and resources, and ensure that all infrastructure-related processes run professionally and reliably. Another key aspect of your role is the further development of our occupational health and safety management system.

Your Responsibilities:

Facility Management & Building Operations

- Overall responsibility for the smooth operation of our two school campuses
- Planning and coordinating maintenance, upkeep, and repairs
- Monitoring the buildings and outdoor facilities and identifying maintenance needs early on
- Responsibility for building services systems and ensuring their reliable operation
- Coordinating maintenance and inspection work
- Organizing and overseeing legally required tests and inspections
- Ensuring complete and structured documentation
- Developing a proactive maintenance and repair plan
- Coordinating and managing external service providers (cleaning, custodians, specialized contractors)
- Responsibility for relevant energy and sustainability issues in building operations
- Planning and overseeing smaller construction, remodeling, and renovation projects

Budget & Resource Management

- Planning and managing the facilities and maintenance budget
- Cost control and efficient use of resources
- Planning capital expenditures and maintenance activities
- Support for medium- and long-term budget and capital expenditure planning
- Prioritizing activities while considering safety, urgency, quality, and budget

Occupational Health & Safety Management

The occupational health and safety division complements your facility management responsibilities.

- Supporting school administration on all matters related to occupational health and safety
- Organizing and facilitating the Occupational Health and Safety Committee (ASA)
- Coordinating risk assessments and the resulting measures
- Supporting and documenting safety-related processes
- Collaborating with the company physician, government agencies, and external occupational safety partners
- Further developing safety standards and preventive measures
- Providing support for emergency, evacuation, and safety plans
- Organizing and supervising safety and emergency drills

Don't have this qualification yet? No problem: We will help you complete the training to become a certified occupational safety specialist after you start working and gradually integrate this qualification into your role.

What you bring to this position:

- Qualifications:
A degree ideally in the field of facility management or building services engineering or equivalent or
Completed technical or vocational training and relevant work experience in this field
- Experience in facility management, building management, technical building operations, or a comparable field
- Technical understanding and, ideally, knowledge of building services equipment
- Experience in maintenance, servicing, and coordinating external service providers
- Strong organizational skills and a structured, independent work style
- A sense of responsibility and a keen eye for safety and quality
- Experience managing budgets and resources
- Strong communication skills and a passion for collaborating with diverse people
- German mothertongue level (C2); English Professional working proficiency (B2)

What we offer:

- A versatile and responsible key position at an international IB school, with oversight of two campuses serving approximately 500 students
- A diverse mix of facility management, campus development, sustainability, and safety management
- Close collaboration with school leadership and administration
- 30 days of annual leave
- Flexible work schedule
- Opportunity to actively shape and improve structures and processes
- Support for your professional development
- An international, supportive, and dynamic work environment

We offer fair and transparent compensation: Your pay grade will be determined based on your qualifications and professional experience within our internal compensation structure and will be communicated to you during your in-person interview.

How to apply:

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- Copies of degree(s) and/or certificate(s)
- Job references

Please send your complete application exclusively by email to careers@dresden-is.de and include "Facility Manager (f/m/d) Application" in the subject line.

The application deadline is October 19, 2026.

DIS is committed to child safeguarding, and all incoming employees are subject to appropriate checks.

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.

www.dresden-is.de