



Job Title: Estate Officer

Employer's Name: International Community School

Employment Start Date: 1st September 2026

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A-Level Exams.

THE POSITION:

We are seeking to appoint a highly competent, experienced and dedicated professional to join our team as an Estates Officer. This role requires a proactive professional who can support the management of maintenance operations, coordinate contractors, monitor estates services and ensure compliance with health, safety and environmental standards.

The Estates Officer will be responsible for the effective management, maintenance and development of the school's physical facilities, buildings, grounds and infrastructure. The successful candidate will ensure that the school environment remains safe, functional, attractive and conducive to teaching, learning and the overall school experience.

KEY RESPONSIBILITIES/DUTIES:

The successful candidate will be responsible for:

- Managing and maintaining all school buildings, facilities, grounds and infrastructure.
- Developing and implementing preventive maintenance plans to ensure the reliability and longevity of school assets.
- Supervising maintenance, grounds, cleaning and other estate-related staff.
- Conducting regular inspections of classrooms, offices, laboratories, recreational areas, utilities, and other facilities.

- Coordinating repairs, renovations, refurbishment projects and improvement work.
- Managing external contractors and service providers to ensure quality, timely and cost-effective delivery of services.
- Preparing, monitoring and managing the estates budget.
- Ensuring proper management of utilities including electricity, water supply, generators, air-conditioning systems and waste disposal.
- Ensuring compliance with health, safety, fire and environmental regulations.
- Maintaining accurate records of assets, maintenance schedules, inspection, and service agreements.
- Developing and implementing emergency response and facility management procedures.
- Advising management on infrastructure improvements, facility upgrades, and long-term estates planning.
- Ensuring the school campus remains clean, safe, secure and aesthetically pleasing.

EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE:

The ideal candidate should have:

- A Bachelor's degree in Estates Management, Facilities Management, Engineering, Building Technology, Construction Management, or a related field. (Master's degree in the field is preferred)
- A professional qualification in Facilities/Estate Management will be an advantage.
- Minimum of 5 years' relevant experience, with at least 3 years in a relevant role.
- Experience managing facilities in an educational institution, corporate organization, or similar environment will be an added advantage.
- Strong knowledge of building systems, maintenance practices, health and safety standards and facility operations.
- Strong leadership and staff management skills.
- Excellent planning, organizational and project management abilities.
- Ability to manage budgets and control costs effectively.
- Strong problem-solving and decision-making skills.



- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and work under pressure.
- Good negotiation and contractor management skills.
- High level of integrity, professionalism and attention to detail.
- Proficiency in Microsoft Office applications and facility management systems will be an advantage.

APPLICATION INSTRUCTIONS:

NOTE:

Kindly submit your CV, certificates and a cover letter, a letter of recommendation from your current Head and contact details of two references who will be contacted if shortlisted. Please note that only shortlisted candidates will be contacted and invited to take part in the interview process. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to hr@icsghana.info