

# Facilities Manager

## Purpose & Outline of Role

The Facilities Manager is responsible for the day-to-day organisation and operation of the School's property including facilities, grounds, and buildings across all campuses to ensure the School is safe, secure, and well maintained. The position plays a key role in enabling teaching, learning and school operations through well-maintained, compliant and high-quality facilities.

## Reporting Relationships

The Facilities Manager reports directly to the Chief Operations & Finance Officer and ultimately to the Principal. The Facilities Manager leads the maintenance team on a day-to-day basis and liaises closely with the Principal's PA, Executive Staff and the Risk and Compliance Manager.

## Employment Basis

This is a permanent full-time position with 4 weeks annual leave per year and will include work on evenings and weekends.

## Role Responsibilities

### *Facilities, Operations, Security and Maintenance*

- Ensure all school facilities, grounds and buildings are safe, compliant with all applicable regulations and well presented.
- Oversee repairs and maintenance for all campuses, including senior, junior, administration and specialist facilities such as Art & Design, pool, grounds and gardens.
- Ensure all machinery and plant equipment are subject to regular maintenance and are in good working order in accordance with maintenance schedules.
- Ensure site utilities (electricity, gas, water) are operational, including new connection requests and meter installations.
- Monitor waste disposal and other council-related services.
- Coordinate with Mosman Council as required.



- Respond to all security and fire alarms including out of hours attendance on site when necessary, including liaison with fire department.
- Oversee and ensure the security of the facilities, grounds and buildings and liaise with the security company as required.

#### *Contractor Management*

- Oversee maintenance tenders and make informed recommendations to COFO.
- Review, appoint and monitor contractors including cleaners, builders, gardeners, electricians, air conditioning installers, plumbers etc. to ensure the regular plant and facilities are well managed.
- Maintain close oversight of the school's external cleaning contract.
- Ensure all contractors undertake the induction process and follow School policies and legislative requirements.
- Ensure contractors have skills, experience and insurance prior to undertaking works and coordinate school access when necessary.

#### *Minor Capital Works and Projects*

- Coordinate minor building refurbishment projects (such as bathroom upgrades and air conditioning installation) including obtaining multiple quotes, making contractor recommendation, and coordinating with business office about payment.
- Support the school's master planning process and be an active contributor to larger scale school projects led by the COFO.
- Ensure good relationships with the school's immediate neighbours regarding capital works and other school relates matters.

#### *Team Leadership and Budget Management*

- Manage maintenance staff including the allocation of tasks and work schedules, always leading by example.
- Authorise overtime requirements and ensure expenditure is kept within budget.
- Preparation and management of annual maintenance budgets in conjunction with Finance Manager.



- Identification and lodgement of purchasing requests for the maintenance department In line with the school's purchasing policy.

*Event and Operational Support*

- Determine suitability and availability of facilities for requested functions and activities.
- Liaise with staff regarding the schools use of facilities and buildings and then organise and implement requests as required.
- Support set-up and logistics for school activities across campuses.
- Perform such other duties as the Principal may direct from time to time.

*Compliance, Workplace Health & Safety*

- Facilities Manager is obliged to understand the Work Health and Safety (WHS) Act, to understand the hazards and risks that are associated with areas under their control and to identify, apply and verify appropriate means for management of those risks.
- Responsibility for the WHS of the maintenance staff.
- Must take reasonable care of their own and others' safety during the performance of work.
- Must cooperate with Queenwood initiatives to fulfil legal obligations and improve safety.
- Required to attend WHS Committee and address facility related risks in a timely manner.
- Undertake the role of Warden and offer support to the Chief Warden and be able to fill in when required.
- Ensure emergency access, equipment security (e.g. fire extinguishers), defibrillator placement, and overall safety standards.
- Support evacuation readiness and infrastructure-related WHS planning.

The School reserves the right to alter roles and responsibilities to suit the School's requirements at any point in time.



### Education & Qualifications

- Maintenance related Trade and/or relevant University qualifications in building/construction/project management
- Workplace Health & Safety Certificate
- Experience in property/facilities management within a school or similar multi-site environment.

### Skills and Attributes

- Highly organised
- Good communicator
- Good project planning and management skills
- Competence in contractor, vendor and budget management
- Excellent attention to detail
- Able to prioritise and juggle multiple tasks
- Able to follow tasks through to conclusion
- Proven ability to work across multiple sites, balancing reactive and planned tasks
- Good leadership skills, able to motivate a team
- The ability to work harmoniously with all Queenwood staff
- Flexible, friendly and positive disposition
- Wear appropriate protective equipment, supplied by the School, appropriate for the task at hand
- Willingness to adhere to school policies and WHS rules and requirements
- Willingness to act at all times in the best interests of the School

### Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.



## Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

## Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

## Applications

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.



Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.

