



Property and Facilities Manager

Full Time Permanent - Level 4 Administrator

Commencement by Negotiation

Due date extended because of COVID-19 disruptions. Applications already received will be included for consideration and therefore no need to re-apply.

Macarthur is an independent Anglican co-educational Transition to Year 12 school with a strong academic and co-curricular focus catering for students of all ability levels. It is located in picturesque Cobbitty on over 85 magnificent acres, 50 minutes from the CBDs of Sydney and Wollongong. The School is highly regarded as an employer of choice and provides a supportive workplace that pursues excellence and innovation.

The Headmaster is seeking to appoint an appropriately qualified and experienced Christian person to this full time permanent position to oversee all property and grounds work across the School campus.

Candidates for this role will be required to demonstrate:

- a commitment to the School and strong desire to see God glorified in their work;
- appropriate trade qualifications or equivalent experience;
- a team leader able to develop staff to pursue excellence in their work;
- a strong capacity for team building being both relational and task focussed;
- an excellence in priority management and work scheduling;
- an understanding and management of organisational WHS processes;
- project management skills and an ability to oversee tender processes;
- an ability to work with, oversee and manage outside contractors;
- multi-skilled competence to manage, supervise, and to actively engage in hands-on repair, maintenance and grounds work on a regular basis; and,
- an ability to work alongside the Business Manager liaising with architects, builders and other project managers on major building projects.

In addition to general campus management, the Property and Facilities Manager is responsible for:

- the School fleet of buses and their route scheduling, assisted by a Bus Supervisor;
- the security oversight of the campus including responding to all call outs; and
- providing practical and logistical support for all school events both on and off site.

Applications for this position will only be accepted via the Non-Teaching Staff [Online Application Form](#). In addition, candidates are required to upload a covering letter, a Curriculum Vitae, qualifications and a recent photograph. The covering letter should be directed to the Headmaster, Dr David Nockles.

Further information on how to apply for this position, links to the online application form and document upload links are available by visiting the [employment page](#) of the School website.

Applications close 27 July 2020 or when a suitable candidate is found

Child protection legislation requires preferred applicants to have a Working with Children Check number which will be verified by the School.