



Position Vacant

FACILITIES & OPERATIONS MANAGER FULL-TIME, PERMANENT

Cranbrook School is seeking an experienced and professional Facilities & Operations Manager to join our Facilities Team. The position is based at our Senior School campus in Bellevue Hill, but also works across all our campuses and other facilities.

ABOUT THE POSITION

The Facilities & Operations Manager will work closely with Director of Facilities to manage the buildings, grounds and services of the School. This includes being involved in the day-to-day operations of the Facilities Department including managing contracted services and coordinating the external hire of School facilities.

Duties include:

- Providing operational support to all School activities
- Overseeing maintenance, building work and contracted services to ensure all work is completed in a safe and timely manner, and to a high standard
- Providing expert advice and mentoring to members of the Facilities Department
- Acting as a 2IC to the Director of Facilities
- Being involved in the planning, scheduling and programming of facilities related services, events, contracts, activities and projects including the design and implementation of new processes and procedures where required
- Proactively identifying issues and resolving problems
- Ensuring compliance with WHS and regulatory requirements.

This is a busy, on-site, hands-on role with lots of variety and is a great opportunity to build your career in facilities and operations management. We will support you to grow and develop professionally with opportunities to expand your skills and knowledge.

ABOUT YOU

You are a collaborative leader who thrives in a busy and varied work environment. You are a thoughtful and process driven decision maker who is able to see the bigger picture in all situations. In previous roles you have been a trusted advisor within your team and you excel at developing and maintaining relationships with colleagues and stakeholders. Possessing a professional demeanour and strong organisational skills, you have a demonstrated collegiate and customer service-based approach, a positive, solutions focused attitude and remain calm under pressure.

SELECTION CRITERIA

- A minimum of five years' experience managing facilities and/or operations in a complex work environment. A good understanding of building systems, construction and project management principles will be highly regarded.
- Leadership experience or experience coordinating a small team
- Demonstrated experience liaising and negotiating with contractors, trade providers and facilities professionals
- An understanding of relevant WHS, compliance and risk management requirements and sustainability principles and practices
- Outstanding communication and interpersonal skills, with the ability to cultivate good working relationships with key stakeholders
- Demonstrated capacity to deal with issues proactively, take ownership of tasks, use initiative and produce work of a consistently high standard
- Excellent time management skills with the ability to work under pressure in a high volume work environment to fixed deadlines
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

CLOSING DATE: Friday 5 April 2024

HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to recruitment@cranbrook.nsw.edu.au. Details of at least three referees will be requested from the successful applicant.

ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.