



Position Vacant

BUILDING & SERVICES MANAGER FULL-TIME, PERMANENT

Cranbrook School is seeking an outstanding and experienced building and/or construction professional to join our Facilities team.

ABOUT THE POSITION

This is a full-time position based at the Senior School campus in Bellevue Hill.

The Building & Services Manager will be responsible for ensuring the safe, reliable and cost-effective operation of the School's built assets and utility infrastructure through the development and implementation of a proactive Maintenance strategy. Reporting to the Contracts & operations Manager, this role will lead the Maintenance Team and direct staff and contractors to deliver preventative and reactive maintenance and provide set up support for School activities and events. The successful candidate will contribute their expertise and provide specialist trade and facilities advice to the Facilities Team in the areas of building, construction, project and asset management.

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 maintenance. We will support you to grow and develop professionally with opportunities to expand your skills and knowledge.

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

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.

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

- Trade or tertiary qualifications in building or construction
- 3 to 5 years' experience in building or construction
- Experience as a site foreman or equivalent leadership experience
- Demonstrated experience sourcing, securing, briefing and managing external contractors
- Hands on experience of preventative and reactive maintenance strategies
- An understanding of relevant WHS, compliance and risk management requirements and sustainability principles and practices
- Project management experience
- Outstanding communication and interpersonal skills, with the ability to cultivate good working relationships with key stakeholders
- Ability to identify, analyse and solve issues or problems and implement solutions
- 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.

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.

CLOSING DATE: 14 September 2025

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 AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance. Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.