



## **JOB TITLE: FACILITY MANAGER – SCHOOL**

**Location:** Monte Vista Primary School

**Department:** Operations

**Reports To:** Principal / Operations Manager

**Employment Type:** Full-Time

### **Job Overview:**

We are seeking a proactive, organised, and detail-oriented **Facility Manager** to oversee the daily operations and cleanliness of our school facilities. The ideal candidate will manage a team of general workers, ensure all designated areas are maintained to high standards, and support a safe, clean, and functional learning environment for students and staff.

### **Key Responsibilities:**

- **Team Management:**
  - Supervise and coordinate a team of general workers.
  - Allocate and monitor daily tasks and responsibilities.
  - Provide ongoing guidance and support to team members.
- **Facility Operations:**
  - Ensure the effective and hygienic upkeep of all school facilities.
  - Develop, implement, and monitor cleaning and sanitising schedules.
  - Oversee the cleanliness and maintenance of both indoor and outdoor school areas.
- **Inventory & Supplies:**
  - Order and manage cleaning materials and supplies to ensure uninterrupted operations.
  - Liaise with external suppliers to procure quality cleaning products and equipment.
  - Monitor stock levels and request replenishment through the school's procurement system.
- **Budget & Planning:**
  - Design and manage an annual operational budget for facility-related costs.
  - Track expenses and ensure cost-effective use of resources.
- **Compliance & Safety:**
  - Ensure compliance with health, safety, and environmental standards.
  - Conduct routine inspections and promptly address issues or hazards.
- **Administrative Duties:**
  - Maintain accurate records of schedules, stock usage, and procurement activities.



- Use computer systems efficiently for scheduling, reporting, procurement, and communication.
- **Problem Solving & Communication:**
  - Identify issues proactively and implement effective solutions.
  - Communicate clearly and professionally with school leadership, team members, and suppliers.
  - Foster a culture of accountability and excellence within the facilities team.

## **Qualifications and Skills:**

- Proven experience in facilities management or a related supervisory role.
- Strong leadership and interpersonal skills.
- Excellent problem-solving and critical thinking abilities.
- Effective written and verbal communication.
- Competency in Microsoft Office Suite and other facility management or procurement systems.
- Ability to plan, manage and monitor budgets.
- Knowledge of health and safety regulations and best practices in facility maintenance.

**Start Date:** Mid June 2025 – Fixed term contract due to SGB position.

**Salary per month:** R17 325

Applications will be accepted until 4 June 2025.

Forward applications to [lduplessis@montevistaps.co.za](mailto:lduplessis@montevistaps.co.za)

**Successful candidates will be contacted for an interview to be held on 6 June 2025.**