



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

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