

FACILITIES MANAGER

**Permanent
Full time
Commencing as soon as possible**

LOWTHER HALL

Lowther Hall is an inclusive school for girls from Kindergarten to Year 12, committed to excellence for all. Situated in Essendon, it is the only Anglican independent school for girls in the area. The School has a maximum enrolment of 800, a size which enables each girl to be known as an individual. Included on the single site are educational facilities for students in Kindergarten to Year 12 as well as specialist buildings and spaces, multi-user spaces and a heritage mansion constructed in the 1800's.

POSITION DESCRIPTION

For this newly created position we are seeking an experienced facilities manager (ideally from a trade background) to oversee maintenance, presentation, set-up and resourcing of the buildings and grounds at the School. The purpose of this role is to ensure the School is maintained and presented to the highest standard in both the areas of facilities and operations.

The hours will be as per the operational requirements of the role and may require some flexibility for evening or weekend work. The position includes 5 weeks of annual leave to be taken during the compulsory shut down period over the Christmas break and during School Term breaks.

Support of the School's values is essential.

KEY AREAS OF RESPONSIBILITY

1. Ensure that all facilities, grounds and spaces are maintained to ensure excellence in presentation and function.
2. Support the organisational and educational needs of the School through coordination of set ups and preparations of spaces (in consultations with the Events Coordinators).
3. Manage security and compliance requirements relating to facilities, grounds, essential services etc.
4. Liaise with contractors and essential services as required.
5. Manage and lead property staff

SELECTION CRITERIA

Applicants should provide a statement of no more than 300 words which outlines the ways in which they fulfil the following criteria:

1. Experience as a Facilities Manager (school based experience an advantage)
2. Appropriate qualification in facilities management and/or a trade qualification
3. A proven ability to lead and manage a team of staff in a manner which promotes high standards of customer service
4. Excellent organisational, administrative and presentation skills
5. An understanding of the Lowther Hall context and requirements for ensuring child safety



APPLICATIONS

Applicants for this position, Facilities Manager should include in their application the following information:

1. Full name
2. Residential/Postal address, email and phone contact details
3. Religious affiliation (optional)
4. Educational qualifications or trade certification (a certified copy of Academic Transcript is required)
5. Previous work history
6. A statement of no more than 300 words addressing the selection criteria
7. A colour photocopy of WWC card
8. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

Applications close at 9.00am on Monday 28 May and should be addressed to:

**The Principal
Lowther Hall Anglican Grammar School
PO Box 178
ESSENDON VIC 3040**

Telephone: (03) 9325 5000
Facsimile: (03) 9331 1247
Email: employment@lowtherhall.vic.edu.au
Website: www.lowtherhall.vic.edu.au

