Facilities Manager (Full-time)

Permanent full-time position

- Hands-on maintenance officer role with leadership responsibilities
- Work across three campuses (Willoughby, Castlecrag and Middle Cove)
- An opportunity to maintain and improve the facilities at our beautiful school

Glenaeon is seeking a proactive, trade-qualified **Facilities Manager** to oversee and lead the maintenance, presentation and continuous improvement of the School's buildings, grounds and infrastructure.

The Facilities Manager plays a key role in ensuring the School's facilities remain safe, functional, well-maintained and fit for purpose. This position combines planning with hands-on operational responsibility and requires a collaborative approach to supporting the School community.

Glenaeon is an independent Steiner school offering a holistic curriculum from Pre-School to Year 12 that meets and enriches the NSW syllabus requirements.

Our educational philosophy and practices were developed by and evolves out of the work of Rudolf Steiner. Our approach to learning encourages expansive thinking, development of the living spirit and profound connection to the wisdom of the past, realities for the present and possibilities of future.

As the first Steiner School in Australia, Glenaeon has a fine heritage of pioneering work in innovative education dating back to our origins in 1957. We now educate up to 500 students from Preschool to Year 12 across three campuses at Castlecrag, Middle Cove and Willoughby on Sydney's Lower North Shore.

The new Facilities Manager will lead the Maintenance Team, coordinate contractors and service providers, and work closely with staff across the School to support day-to-day operations, events and future development projects.

Key responsibilities include:

- Facilities and asset management
- Ensuring an effective preventative maintenance program
- Monitoring and maintaining building services, infrastructure, equipment and grounds
- Identify and prioritise maintenance needs
- Lead, supervise and support a small maintenance team
- Allocate work, set priorities and monitor performance to ensure efficient service delivery
- Contractor management and compliance
- Provide support for school events, functions and community activities

- Ensure compliance with WHS legislation and regulations
- Conduct regular inspections and risk assessments of facilities and grounds
- Ensure required certification, inspections and maintenance records are current and accurately maintained

Essential requirements for this role:

- Must have trade qualifications
- Strong leadership and team management skills
- Experience in facilities, property, maintenance or asset management preferably in education or other regulated environment
- Proactive hands-on approach

The successful candidate must also provide a Working with Children Clearance prior to commencing. Salary is in accordance with The Independent Schools NSW (Professional and Operational Staff) Co-operative Multi-Enterprise Agreement 2025.

To enquire or apply for this position, please complete our Employment Application Form and attach a cover letter & resume, or apply via SEEK. Please contact 9932 2300 for further information or confidential discussion. Applications will be reviewed and processed as they are received.

Glenaeon is proudly a child-safe organisation.