ROLE DESCRIPTION | FACILITIES MANAGER

THE SCHOOL

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 practice was 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 of the present and possibilities of future.

Learning at Glenaeon takes place in a truly unique setting blending natural and built environments within a deeply connected community – people, place, purpose.

OUR MISSION

We provide a holistic and rigorous education that inspires imagination, creativity and the growth of good character within a deeply connected community.

OUR VISION

"Our highest endeavour is to develop young men and women who out of themselves are able to impart meaning and direction to their own lives".

- Dr Rudolf Steiner (attributed)

ROLE PURPOSE

The Facilities Manager ensures the School's properties, facilities and grounds are maintained to a high standard of functionality, safety and presentation, consistent with the School's philosophy and a commitment to continuous improvement.

The Facilities Manager leads the Maintenance Team, manages trade contractors, and undertakes hands-on maintenance and event support as required. The role is responsible for both day-to-day operational maintenance and long-term planning to ensure Glenaeon's buildings, grounds and infrastructure remain well maintained and fit for purpose into the future.

Reporting to the Business and Operations Manager, the Facilities Manager works closely with the Marketing and Events Team, Academic Administration Coordinator, Heads of Faculty, Executive Assistant, teaching staff and other Professional Services staff to support the effective operation of the School and achievement of its strategic goals.

REPORTING RELATIONSHIPS

Reports To: Business Operations Manager

Oct 2026

Direct Reports: Maintenance Team
Traffic Controller
Bush Regenerist
Contractors, as applicable

Other contracted reports and Key relationships:
Cleaners
Security
Pest Control
Tree Management (incl Arborists)
Waste Management
Trades – (Building Maintenance, grounds, specialist trades etc)
Local Authorities (Council, Sydney Water, Ausgrid, Fire Services etc) Suppliers

KEY RESPONSIBILITIES

1. Facilities and Maintenance:

- Oversight of the Maintenance management system, utilities services and preventative and reactive maintenance across three campuses
- Buildings and grounds' function and presentation – oversee the optimal function and presentation of School facilities and grounds, including the structural soundness and serviceability of playgrounds and recreational equipment, across all campuses
- Manage the buildings and grounds services team and liaise with suppliers and contractors (cleaning, security, waste management) as needed to ensure timely, efficient and quality work outcomes
- Support events readiness across all School campuses, including overseeing facilities preparedness for Faculties, Marketing, Community, and Executive events, such as Open Days, Family Fair, year group plays, concerts, HSC exams and trials, faculty meetings, Staff training days, Board meetings, information evenings etc.
- Manage and oversee the timely fulfilment of all facilities works requests (through "My Maintenance" and other sources).
- Liaise with the Business Operations Manager to troubleshoot/resolve complex Maintenance issues and Term breaks work schedule.
- Prepare and maintain facilities and grounds maintenance budget, including the external pricing process and maintenance outsourcing contacts.
- Personally undertake and participate in maintenance tasks as necessary.

2. WHS

- Coordinate WHS programme including audits
- MSDS management
- Safety Management (working at heights, confined spaces, electrical hazards, Bushfire, etc).

3. **Governance and reporting.**

- Review, develop and maintain facilities and safety related policies and registers
- Provide input information for Board reports as scheduled
- Provide detailed reports on current and upcoming areas of concern.

4. **Risk and Compliance**

- Develop and implement systems for the management of legislative/statutory compliance (AFSS and other statutory requirements, access, fire, utilities).
- Optimize and oversee the School's facilities risk assessments processes.

5. **Project Management**

- Play a lead role in minor project works, Masterplan works, Infrastructure and compliance projects.

6. **Grounds Management**

- Ensure adequate Tree management on campus including routine and emergency maintenance
- Ensure general and bushfire vegetation management
- Oversight of the landscaping on all campuses

7. **Financial Budgets and Capital Plan**

- Manage maintenance budgets and their ongoing development (3–5-year plan)
- Manage and develop ongoing Facilities Maintenance Plan (3-5 Year plan)

8. **Community Consultation and Engagement**

- Neighbours and neighbourhood committee, Council, Statutory Authorities Communication, Fire Services
- Sydney Water, Ausgrid, local council,

9. **Facilities Contracts management (including but not limited to)**

- Cleaning Contractor
- Security Contractor
- Pest Control
- Vegetation management
- Waste Contractor

REQUIREMENTS FOR THE ROLE

- Trade qualification
- High level of technical skills relating to facilities and building management, grounds management, service contracts and contractors management.
- High level communication and interpersonal skills, with strong written and verbal communication skills.

- Valid Working with Children Check
- Physical fitness to perform work that can be manually heavy, repetitive and work that may involve awkward postures.
- Leadership experience across Trades, Professional personnel, and Compliance/Risk management.
- Strong people management skills
- Experience in schools or highly regulated environments
- Solution oriented with a strong approach to teamwork and problem solving

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries/potential hazards;
- Participating in WHS training and education as appropriate; and
- Engaging with the School's WHS policies and procedures.

CHILD SAFETY

- All children and young people who come to Glenaeon Rudolf Steiner School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.
- We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.
- The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.
- Each member of the School community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.
- The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

TERMS OF EMPLOYMENT

Permanent full-time onsite

REMUNERATION

Classified as Level 5 School Operational Services Employee under the Independent Schools NSW (Professional and Operational Staff) CMEA 2025