



# EMANUEL SCHOOL

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## FACILITIES & OPERATIONS MANAGER ROLE DESCRIPTION

### Role Overview

The Facilities & Operations Manager is a key role within our team who oversees the management of the school grounds and building maintenance to support our students, staff and community. The key functions of the role include:

- Supervision and management of the maintenance team
- Management of the School operational security
- Management of the property and security budget and expenditure
- Management and implementation of facilities maintenance and repairs and coordination of construction and refurbishment projects
- Emergency management

This is a full time, permanent job working 8am to 4pm, Monday to Friday. After hours attendance to alarms or emergencies will also be required at times via phone or in person in rare instances.

### Key Responsibilities

Reporting to the Director of Finance and Operations, the responsibilities of the Facilities & Operations Manager include:

#### Property Management & Campus Maintenance

The Facilities & Operations Manager's primary role is in strategic planning of day-to-day maintenance and facility operations, project implementation/management in relation to buildings and premises and coordination of school maintenance department.

Areas of responsibility include:

- Oversight and management of staff in the maintenance department
- Coordination of general maintenance and upkeep of the grounds and buildings
- Contractor management and review
- WHS committee representation
- Departmental budget and operational management and reporting
- Procurement of property related suppliers and service providers
- Building committee representation and reporting
- The coordination of functions and events including set up, pack down etc.

Specifically, this refers to:

- Minor/Major project management, supervision and coordination of contractors
- Planning for future development in line with Emanuel School's strategic objectives;
- Management of operational tasks to ensure minimum disruption to school activities
- Directing, coordinating and planning essential central services such as campus access, power/water/gas, goods received, security, maintenance, archiving, cleaning, catering, waste disposal and recycling
- Ensuring the campus meets WHS requirements and grounds/facilities comply with current legislation
- Oversight of staff/student campus maintenance requests and facility requirements in conjunction with the Maintenance Team Leader
- Oversight and management of the property maintenance job management system
- Ensure the schools assets, tools, machinery and vehicles are maintained in good working order
- Supervision of work by maintenance staff or contractors has been completed
- Management and response to WHS emergencies or urgent issues as they arise
- Document preparation/review for potential campus contractors.

### **Operational Security**

The Facilities & Operations Manager's role is to coordinate and implement all campus security operations, infrastructure and service providers in liaison with the School Security Committee, Communal Security Group (CSG) and Emanuel School board of directors.

Areas of responsibility include:

- Coordination and supervision of commercial security personnel
- Update, review and implementation of commercial security standard operating procedures and campus emergency evacuation procedures
- Identification, management, monitoring and reporting of all security risks pertaining to the grounds and buildings
- Emanuel School representative on Emanuel School security committee
- Liaison with security committee, security consultants, commercial guards, Parent Security Group, CSG, police and staff
- Maintenance management of all security/ fire systems including all CCTV, Fire detection, and alarm systems.
- Implementation of security recommendations made by security committee, CSG, or Emanuel School board of directors

Specifically, this refers to:

- Ensuring commercial security personnel and security operational facilities comply with current legislation and Emanuel School Board requirements

- Liaison between Emanuel school staff and commercial security staff on operational requirements
- Primary contact for all school alarm responses and management
- Management of all internal security systems including CCTV, Fire system, key management, and campus access
- Emergency response management in co-ordination with campus emergency management team
- Document preparation for potential campus contractors
- Management of external security system providers
- Review and edit of all campus emergency evacuation procedures/commercial security standard operating procedures in conjunction with security recommendations made by security committee, CSG, and Emanuel School board of directors.

### **Committee membership**

The Facilities & Operations Manager is required to sit on a number of school committees as the campus representative. The committees the manger is to attend include the following:

- **Security Committee** – the representative body of the Emanuel school board of directors who have been appointed to evaluate consult on all campus security needs.
- **Building Committee** – the representative body of the Emanuel School board of directors who have been appointed to oversee and implement all major building works to the campus.
- **WHS Committee** – The workplace health and safety committee of various staff throughout the campus that is appointed to make recommendations to the school executive on potential safety issues in the school.
- **Calendar Committee** – Is the campus delegation committee from various departments who help implement the school calendar. The property security manager is to represent maintenance/security requirements during the meetings coordinated by the Deputy Principal.
- Any other committees as directed by the Principal or Director of Finance and Operations.

### **Skills & Experience Required**

The following skills and experience are essential for this role:

- Proven Facilities and/or Property Management experience and sound knowledge and technical expertise in property
- Experience leading and managing a team
- Experience with the operation of computerised asset management and job tracking systems and with Microsoft Office Suite especially Excel and Word
- Sound knowledge of budgeting, cost control and project reporting
- Demonstrated experience in the supervision of building works, contractor management, and contract preparation/administration

- Relevant experience in accreditation standards within the education sector
- High level of relationship building skills, consultation and negotiation skills, attention to detail, excellent writing and communication skills and understanding of the importance of collaborating with stakeholders
- Strong organizational skills and proven ability to manage workloads and priorities to meet deadlines
- Demonstrated understanding of performance measurement, benchmarking and service standards.

All applicants must have a current Driver's License and a valid Working with Children Check.

Experience in an education setting will be considered favourably.

### **Emanuel Employee Qualities & Attributes**

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There

are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto “Mind, Spirit, Being”.

### **Values & Jewish Life**

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens.

In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

*Updated 7 October 2022*