



# KEARSNEY COLLEGE

*Founded in 1921*

## **Estates Office Manager**

Kearsney College is seeking the services of a dynamic individual to manage the administration of the Estates office and school Health and Safety responsibilities. The successful individual will join the Estates department at Kearsney College and report to the Facilities Manager and be based in the Estates Office. The incumbent will be responsible for everything in respect of Estates administration and Health and Safety related matters at the College. The position is available with immediate effect.

### **Key Responsibilities**

- Assistant to Facilities Manager;
- Estates office management;
- Managing supplier relationships;
- Assisting with project management and contractor management;
- Liaison between Estates department and other school departments;
- Management and resolution of “customer” service queries;
- Being “on the pulse” of all Estates operations;
- Health and safety administration and compliance;
- Any other duties as required.

### **Required Experience and Attributes**

- Degree or diploma in administration or project management;
- Advanced Outlook and Microsoft Office skills;
- Minimum of five years relevant experience;
- Strong organisational and administrative abilities;
- Health and safety experience;
- Good communication skills;
- Be proactive and enthusiastic;
- Excellent customer service;
- Be able to remain calm and work well under pressure.

Kindly forward a three-page CV **by Monday 24 January 2022** to: **The Headmaster, Kearsney College**

email: [vacancies@kearsney.com](mailto:vacancies@kearsney.com).

Kearsney College reserves the right to not make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Applicants are advised that if they have not been contacted by Friday 04 February, please accept that your application has been unsuccessful.

In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.