



KEARSNEY COLLEGE

Founded in 1921

Kearsney College is a leading independent boarding and day school for approximately 650 boys from Grades 8 to 12. The 125-acre estate is set in a country atmosphere on the edge of the Valley of a Thousand Hills, just outside Durban. Kearsney has an outstanding record of academic achievement in the IEB Matriculation Examinations and provides a dynamic sporting and cultural offering.

Kearsney College invites suitably qualified and experienced candidates to apply for the position of

FACILITIES MANAGER

Key Responsibilities:

- Lead and manage the following functional areas: Grounds and Gardens, Transport, Maintenance, Security, Cleaning and Campus Events.
- project management - various projects, refurbishments and capital projects;
- manage the repair, maintenance, cleanliness and upkeep of the College's buildings and facilities;
- plan and execute preventative maintenance programmes for all school properties including boarding houses, academic blocks, sports, music, and drama facilities, administration areas and staff houses;
- oversee the development, management and maintenance of the College's grounds and gardens to the highest standards;
- manage the smooth running of the Transport department, including fleet maintenance and replacement;
- ensure the provision of quality services and support from the Estates department staff with respect to all campus events, festivals and tournaments;
- management of subcontractors and outsourced service providers to ensure quality services are being rendered;
- budget preparation, monthly financial reporting and management of costs;
- stakeholder management and community relations;
- manage and control all aspects of Occupational Health and Safety on campus.

Preferred Qualifications, Skills and Experience:

- Relevant tertiary qualification;
- a minimum of ten years' experience in facilities management;
- results-driven, delivering results on time, within budget and to the highest standards;
- proven leadership skills, and experience with managing and leading a large team /operation /site;
- project management skills and financial acumen;
- an understanding of energy and utility efficiency will be advantageous, as would waste management and recycling.

This is a live-in position on campus (house provided).

The incumbent must be flexible with work hours, be able to work on weekends and public holidays and be "on call" over certain periods.

Interested candidates must apply in writing to vacancies@kearsney.com with the job title in the subject line.

Closing date: Friday, 24 November 2023.

Kearsney College reserves the right not to make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Should applicants not have been contacted within 21 days of submitting their application, they may accept that their application has been unsuccessful in this instance.