



Sweet Valley Primary School

Excel today to lead tomorrow

Thur, 31 May 2018

VACANCY

ESTATE MANAGER

The Estate Manager (EM) will report to the Headmaster, or his designated representative. The EM is responsible for the maintenance of all grounds and buildings, including the grounds at Bergvliet Sports Association (BSA), as per our agreement with BSA, and the buildings on the BSA grounds which fall under the school's ambit.

The EM is responsible for:

1. Ensuring that the interior of the school buildings and the school surrounds are clean, neat and tidy at all times.
2. The management/planning/timetabling of the grounds, maintenance and cleaning staff
3. Ensuring that the school buildings are well maintained, and that regular preventative maintenance is carried out.
4. Opening and locking of the school
5. Maintenance of the school swimming pool.
6. The security of the school property and buildings, as well as the relevant buildings at BSA.
7. Maintenance and preparation of the school and BSA fields for the relevant fixtures.
8. The logistical arrangements surrounding all school functions and events, including sports fixtures and sports events
9. Maintenance of all relevant equipment
10. Maintenance of all school vehicles and trailers
11. Supervision of building – and related projects.
12. Afterhours emergencies (burglary, plumbing, power failure at a school function, irrigation malfunction, storm damage, etc)
13. Any other duties which could reasonably be construed as part of his/her portfolio.
14. Managing the budgets of those areas which are his/her responsibility

All grounds – and building staff work from 0730 to 1600 every weekday.
However, some of the duties of the EM will require regular work outside of these hours.

The EM is a member of the Governing Body Building Committee, and will be required to attend meetings, usually after hours, in this regard.

27 days leave per year. Salary negotiable and commensurate with skills and experience

Applications are to include a covering letter, CV and recent testimonials/references.

Please email to ngillott@sweetvalleyprimary.co.za

Closing date for applications: **15 June 2018**

Starting date: **1 October 2018**