

ROYAL SCHOOLS PRINCESS PARK

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Pretoria
0002
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Umalusi accreditation no.: 19 SCH01 00703

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MAINTENANCE MANAGER POSITION

Available at Royal Schools Princess Park and Royal Schools Queens Private in Pretoria.

JOB OVERVIEW

- Oversee and lead maintenance procedures at both schools.
- Undertake a range of duties concerned with the school premises to support the operation of the schools.
- Carrying out inspections of the facilities to identify and resolve issues.
- Responsible for the maintenance of the playground, grounds, buildings, vehicles and equipment within the department.
- Developing maintenance and cleaning procedures, and ensuring implementation.
- Identify areas for improvement and address accordingly.
- Plan and oversee all repair, cleaning and installation activities.
- Allocate and coordinate workload and supervise all staff.
- IQMS for all staff.
- Monitor all equipment (maintenance and cleaning) inventory and place orders accordingly.
- Monitor expenses for maintenance and cleaning.
- Keep maintenance and cleaning logs and report on daily activities.
- Purchasing of supplies – maintenance and cleaning.
- Ensure Health & Safety policies are complied with.

REQUIRED EXPERIENCE AND SKILL

- Working knowledge of maintenance and maintenance equipment and the use thereof.
 - Good communication and interpersonal skills.
 - At least 5 years' experience in maintenance.
 - At least 2 years' experience in a managerial position.
 - Proven experience as maintenance manager
 - Experience in planning maintenance operations.
 - Ability to keep track of and report on activities.
 - Good organisational and leadership abilities.
 - Grade 12 or equivalent
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Please send your application to asaaiman@royalschools.co.za

Closing date: 27 November 2023

All applicants meeting the criteria will be contacted for interviews before the 30 November 2023.

If you were not contacted by this date, please assume that your application was not successful.