



BHAKTIVEDANTA SWAMI GURUKULĀ

(Hare Krishna School)

ABN 49 186 992 589

Founder-acarya His Divine Grace A. C. Bhaktivedanta Swami Prabhupada
525 Tyalgum Road, Eungella, 2484 NSW Mail to: PO Box 546, Murwillumbah, 2484 NSW

Ph: (02) 6672 3788 admin@krishnaschool.nsw.edu.au www.krishnaschool.nsw.edu.au

FULL TIME POSITION AVAILABLE

FACILITIES MANAGER

The Gurukula is looking for an enthusiastic, self-motivated person with good communication skills to take up the exciting opportunity to participate and work on the development of the New Govardhana Gurukula Campus in the position of Facilities Manager. The successful applicant will need to be available to start by 2nd September 2019

All interested applicants will need to submit a cover letter and resume to the Gurukula via email.
Email address: admin@krishnaschool.nsw.edu.au

Applications close Tuesday 13th August 2019

Remuneration

Salary is determined by the Educational Services (General Staff) MA000076 Award

Duties will include:

- Supervision and overseeing of school cleanliness (contractually outsourced providers)
- Supervision and overseeing of school gardens and grounds (contractually outsourced providers)
- Supervision and overseeing of school IT resources (contractually outsourced providers)
- Ensuring the school facilities are in proper working order and are maintained regularly, inclusive of maintenance/registration/insurance schedules for the school buildings, vehicles and other equipment.
- Addressing any repairs promptly (first line maintenance and/or external providers)
- Regular site inspections
- Regular engagement with the issue tracker of the school's enterprise package
- Assisting the school principal with festivals and events organisation, set-up and coordination
- Occasional attendance of staff meetings
- Researching and comparing the quotes for the infra-structural suppliers and contractors for the school
- Maintaining adequate classroom, office and outdoor infrastructure
- Coordination and engagement of volunteers
- Control and maintenance of the school security systems including the keys and locks
- Control and maintenance of the school's asset register
- Collaboration with the school's accounts, administration and educational teams
- Collaboration with the temple authorities and local community
- Occasional assistance with driving school's vehicles
- Knowledge, understanding and compliance with the school's policies and procedures

Eligibility:

- Experience in facilities management and maintenance
- Educational qualifications relevant to the service are preferred
- MR license is preferred (optional)
- Good communication and interpersonal skills
- Good level of computer literacy
- Cleared Working With Children Check (Employee Status) and Cleared Police Check
- Upholding the values and principles as taught by A.C.Bhaktivedanta Swami Prabhupada

INSPIRATION DEDICATION REALISATION