



# Bhaktivedanta Swami Gurukula

*Hare Krishna School*

ABN 49 186 992 589

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

Exciting opportunity to participate in and work on the development of the New Govardhan Gurukula's campus.

### Scope of responsibilities:

- 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 classrooms, offices 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
- Relevant to the service educational qualifications 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

Remuneration: Educational Services (General Staff) MA000076 Award

**Applications Close Wednesday, October 28th at 3 PM**

**INSPIRATION**

**DEDICATION**

**REALISATION**