



## **Facilities, Grounds and Operations Manager**

Claremont College

Randwick, Sydney, NSW

Full Time

Salary: \$75,000 (Base salary – negotiable according to qualifications)

Claremont College is an independent, co-educational, Anglican School from Pre-Kindergarten to Year 6, situated in the Eastern Suburbs of Sydney.

We are seeking a Facilities, Grounds & Operations Officer who is motivated, qualified tradesperson or with prior experience in general maintenance roles and/or facility services, building management security, and who has a passion for and will take pride in the upkeep of gardens, and who can work in a highly dynamic live education environment.

This is a full-time, permanent job working 6.30am to 2.30pm, Monday to Friday. Flexibility is required for after-hours or weekend events.

### **About the role:**

Reporting to the Facilities and Operations Manager, the Facilities and Operations Officer is responsible for the following duties:

- Repair and maintenance to school facilities and general handy-man duties
- Assisting with the preparation, set up and put away for school functions and activities
- Assist with the implementation of minor developments and renovation projects
- Actively participate in day-to-day grounds and building maintenance, service and repairs
- Attend WHS meetings and proactively work to ensure the school is WHS compliant
- Oversee the school's security systems, liaise with the after-hours security company, and support the school community in regard to the school's security
- Have a passion for proactively maintaining the school gardens to a high standard
- Attend to day-to-day cleaning emergencies as required, and any outdoor spaces not covered by the cleaning contractor
- Attend to the delegated workflow through the school's helpdesk, email system and management of tasks assigned, including communication with stakeholders
- General assistance to students, guests, and staff of Claremont College
- Periodic inspections, maintenance and repair of buildings, classrooms, and facilities
- Coordinate and implement any quarterly and annual maintenance service

- Contribute to the restoration and maintenance of school buildings, in particular heritage-listed facilities
- Coordinate the work of service providers for repairs and maintenance for work within your assignment scope
- Other duties as requested by the Principal or his/her assigned delegate

**About the successful candidate:**

We are looking for someone preferably with a trade qualification and at least five years of prior experience in a similar role, who is comfortable with general security, gardening, maintenance and carpentry duties.

The successful applicant will have a service mentality, a can-do attitude, with excellent communication and organisation skills.

All applicants must have a current Driver's License and must have a valid Working with Children Check before commencing employment.

Please visit the school website, <https://www.claremont.nsw.edu.au/> for more information on the role and the school.

**How to Apply**

In order to be considered for this role, applications must be emailed direct to: **employment@claremont.nsw.edu.au** and should include a full resume and cover letter.

**Closing date: Wednesday 25 March 2026**

*We encourage you to send your application in early. We reserve the right to interview and appoint the successful candidate prior to the closing date.*

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**Claremont College seeks to be a child-safe school**

It is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Claremont College has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Claremont College community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students, which could reasonably have been foreseen
- obligations under child protection legislation.

Claremont College welcomes and celebrates diversity and remains committed to promoting the safety of every child.