



## Facilities Manager

### About the Role:

John Wollaston Anglican Community School is seeking an experienced Facilities Manager to lead the management, maintenance, safety, and development of our school's facilities and grounds. This is a full time, ongoing position commencing on 24 August 2026.

Reporting to the Business Manager, this leadership role is responsible for ensuring the school campus remains a safe, welcoming and compliant environment and supports the delivery of exceptional educational outcomes.

The Facilities Manager oversees all aspects of facilities operations, including maintenance, grounds, cleaning, contractor management, compliance and capital works.

As a key member of the school's operational team, you will lead a dedicated facilities workforce, build strong relationships and contribute to the future development of the school's physical assets.

### Key Responsibilities:

- Uphold and actively promote the Mission, Vision, Ethos and Core Values of AngliSchools and John Wollaston Anglican Community School.
- Foster and support a strong child safety culture.
- Lead the maintenance and operation of all buildings, grounds, infrastructure, and facility services.
- Oversee facility services including electrical, plumbing, air conditioning, fire systems, pest control, waste management, cleaning and security.
- Develop and manage preventative maintenance programs and coordinate repair and improvement projects.
- Oversee capital works projects.
- Manage vendor performance, service agreements, and cost-effective procurement of facility services.
- Ensure compliance with workplace health and safety legislation, building codes, and regulatory requirements.
- Manage the facilities budget, monitor expenditure, and identify efficiency and cost-saving opportunities.
- Implement and maintain security systems and protocols to safeguard people and assets.
- Lead, coach, and develop the Facilities team while fostering a culture of accountability and continuous improvement.

### About You:

You are a practical, solutions-focused leader with strong technical knowledge and a commitment to delivering high standards. You will bring:

- Proven experience in facilities, property, maintenance, or asset management.
- Strong knowledge of building services, contractor management, and capital projects.
- Demonstrated understanding of workplace health and safety and compliance requirements.
- Experience leading and developing high-performing teams.
- Strong financial and budget management skills.
- Excellent organisational, project management, and problem-solving abilities.
- Outstanding communication and stakeholder engagement skills.



- Relevant qualifications and/or trade background, with experience in an educational environment highly regarded.
- Valid Working with Children Check and Nationally Coordinated Criminal History Check or willingness to obtain.
- Current driver's licence.

### **About Us:**

JWACS is member of the AngliSchools network, a collective of schools committed to delivering high quality, values-based education.

We are a co-educational Pre-Kindergarten to Year 12-day school, nestled in the picturesque foothills of the Darling Range in Perth's south-east. Proudly Anglican, the School fosters excellence and care within an inclusive environment underpinned by Christian values.

At the heart of JWACS is a strong, supportive community. Our students are respectful and engaged, and the school is known for its culture of connection, aspiration and achievement.

### **Why Join Us?**

- We foster an inclusive and diverse culture where every staff member is respected, included and recognised for the unique role they play in our shared success.
- We work as a team where collaboration is at the heart of what we do.
- We value our staff and actively support their ability to balance professional responsibilities with personal wellbeing.
- We are invested in the development of our staff, actively supporting professional learning and career progression.
- We offer a competitive remuneration.
- We offer generous fee discounts for staff with children enrolled across the AngliSchools network.

### **Application Instructions:**

Applications must be submitted via SEEK. Please click [here](#) to be directed to the SEEK advertisement where you can apply. Applications must include:

- A cover letter (maximum one page) introducing yourself and outlining your suitability for the Facilities Manager position.
- A current resume including the contact details for three referees.

Applications close at **9:00am on Tuesday, 23 June**. For enquiries, please contact the Manager of Human Resources on 9495 8100.

We anticipate conducting interviews with shortlisted candidates during the week commencing 6 July 2026.

*JWACS may commence interviews and make an appointment before the closing date. Early applications are encouraged.*