



HANDYMAN AND FACILITIES SUPERVISOR

Michael Oak Waldorf School, located in Kenilworth Cape Town is seeking to appoint a full-time, experienced and proactive Handyman and Facilities Supervisor.

KEY RESPONSIBILITIES

- Half-day maintenance tasks
- Overseeing maintenance and facilities staff
- Liaison with the Michael Oak College and Trustees on all needs pertaining to grounds and buildings on the premises
- In conjunction with the finance team preparing and managing budgets and attending to payments relating to grounds and buildings (maintenance, garden, health and safety, cleaning etc.)
- Help facilitate between school and contractors to ensure smooth and safe operations during building projects
- Submit monthly written reports on work completed and outstanding work clearly prioritized

REQUIREMENTS

- Technical experience on range of maintenance tasks
- Experience in managing maintenance and facilities staff
- A personable manner and the ability to communicate with a diverse range of people
- Ability to take initiative and make decisions
- Computer literate and able to write reports, email correspondence etc.
- Car and driver's license and willingness to be available in emergencies

If you are interested in this attractive opportunity you are invited to view the full job descriptions on the Vacancies page at www.actionappointments.co.za

If you wish to apply please send an updated CV and a motivation letter clearly stating why you believe that your skills and experience make you a suitable candidate to the Michael Oak Bursar Jane Johnston at jjohnston@michaeloak.org.za

Important: Also download and complete the Action Appointments biosummary form which can be found at the top of the Vacancies page at www.actionappointments.co.za and send it along with your CV and motivation letter – all in Word format please.