



## Campus Facilities Manager (Bedfordview)

Role description & application  
process



# Join our team and help us build learning communities that thrive.

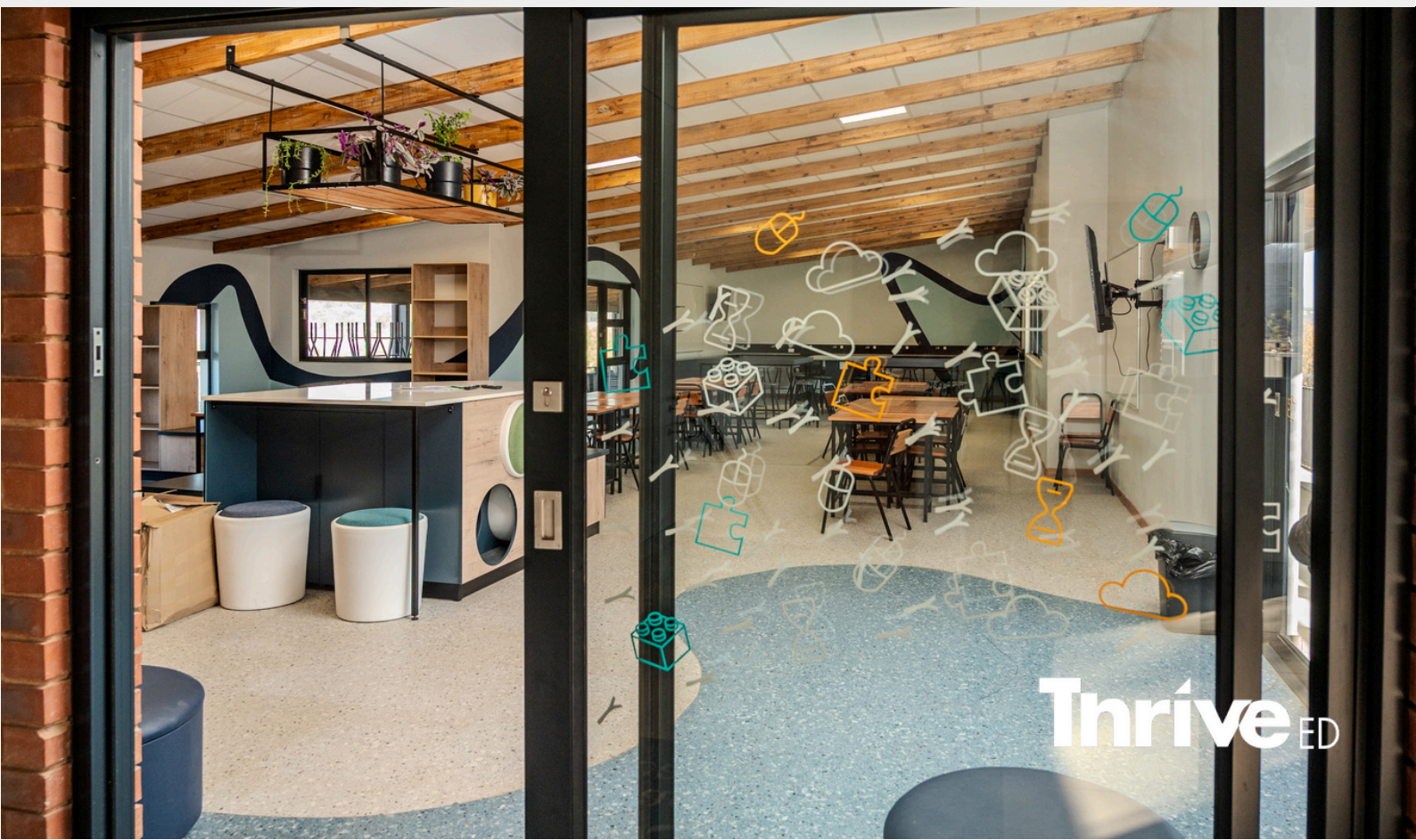
**Same-old education? No, thank you.** We want more, and so we do things differently at Thrive.ed. Our vision is to develop learning communities that equip our students, teachers and parents to thrive.

Individuals who thrive build and maintain meaningful relationships with others. They are deeply connected to the world, to nature and to themselves. They make a meaningful contribution to the world, reach their full potential, and have good habits that lead to a balanced and resilient life.

At present we serve more than 1,150 learners across three learning communities in Gauteng (Broadacres, Chartwell & Honeydew). Over time we expect these communities to grow to more than 2,500 students. We are also working hard to secure new campus opportunities in Gauteng, KZN and the Western Cape.

We are looking for a Campus Facilities Manager to lead our facilities team. Our Campus Facilities Manager is responsible for creating, implementing, and managing a world-class end-to-end facilities management function that supports a specific campus to enable scalable vision delivery while identifying ways to reduce per-learner support costs sustainably.

**Sounds like an opportunity you wish to pursue? If so, read on to find out more.**



# JOB DESCRIPTION

## Introduction

At Thrive.ed our mission is to provide an education to thrive, for all. This is our “True North” and guides everything that we do. This vision extends beyond our learners and includes our teachers, parents and communities. We also believe that thriving is everyone, and we seek to reach as many learners as possible.

We seek an ambitious and dynamic Campus Facilities Manager to help shape and reach our vision for our learning communities. A successful candidate will contribute to reaching our vision by being responsible for leading our facilities team and help us to set-up and on-board facilities systems, as we seek to provide ‘an education to thrive, for all’.

|                       |   |
|-----------------------|---|
| <b>Job title</b>      | Campus Facilities Manager   |
| <b>Objective</b>      | Responsible for creating, implementing, and managing a world-class end-to-end facilities management function that supports a specific campus to enable scalable vision delivery while identifying ways to reduce per-learner support costs sustainably. |
| <b>Accountable to</b> | Report to the Operations Manager, as well as collaborate with the Head of Operations for the group.   |
| <b>Team</b>           | Facilities, security, housekeeping and fleet teams.   |

| Area                                    | Objective  | Key result  |
|---|--|---|
| <b>Overall</b>                          | Create a world-class end-to-end campus facilities management team  | <ul style="list-style-type: none"> <li>• Recruit high-calibre team members where required</li> <li>• Train and develop team members where required to enable high-quality, cost-effective service delivery</li> <li>• Manage the performance of staff to enable high-quality, cost-effective service delivery and address underperformance in line with HR policies</li> <li>• Integrate with the school Head of Operations to ensure quality 2-way feedback, including, e.g. coordination of all maintenance activities, coordination of leave days, unplanned repairs</li> </ul>  |
| <b>Maintenance and repairs</b>          | Manage facilities team and external service providers to ensure that all school facilities are timeously and cost-effectively repaired and maintained to the highest standards | <ul style="list-style-type: none"> <li>• Implement and manage an end-to-end ongoing maintenance schedule (checklist), that addresses, inter alia, the following: <ul style="list-style-type: none"> <li>◦ Ensuring that school facilities are clean, spotless and well-maintained at all times</li> <li>◦ Ensuring that the school's gardens and landscaped areas are well cared for.</li> <li>◦ Ensuring that the school's sports fields and related infrastructure are maintained.</li> <li>◦ Management of pest control at the school.</li> <li>◦ Management school's physical assets.</li> </ul> </li> <li>• Manage all school maintenance queries through an online platform to ensure regular direct feedback through the platform and high-quality, timeous and cost-effective resolution of all queries.</li> <li>• Manage teams to ensure high-quality, timeous and cost-effective service delivery – maintenance, gardening, groundsmen and cleaning staff.</li> <li>• Manage outsourced contractors to ensure high-quality, timeous and cost-effective service delivery.</li> <li>• Provide input on each school's operational budgets as it relates to facilities management through collaboration with the Head of Facilities.</li> <li>• Establish and maintain a fixed asset register as it pertains to facilities tools (eg. lawnmowers, hand tools etc.)</li> <li>• Coordinate leave days in conjunction with the Head of Operations at the School level.</li> </ul> |
| <b>Occupational Health &amp; Safety</b> | Ensure the overall well-being and safety of all occupants on the premises. This role will involve the following key tasks:   | <ul style="list-style-type: none"> <li>• Develop and Implement Safety Procedures:</li> <li>• Conduct Risk Assessments:</li> <li>• Train and Educate</li> <li>• Respond to Incidents</li> <li>• Ensure that appropriate emergency response plans are in place and regularly practiced</li> <li>• Monitor Compliance</li> <li>• Liaise with Authorities</li> </ul>  |

| Area   | Objective  | Key result   |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Promote Safety Culture</li> <li>• Maintain Safety Equipment</li> <li>• Review and Improve Policies and procedures.</li> <li>• Work closely with other school departments and staff members to integrate health and safety practices into daily operations and activities.</li> </ul>  |
| <b>Administration and reporting</b>              | Ensure that all school facilities administrative tasks are completed to highest standard   | <ul style="list-style-type: none"> <li>• Prepare, organise and store information in paper and digital form.</li> <li>• Deal with queries on the phone, by email and through the Freshdesk platform.</li> <li>• Compile professional daily, weekly and monthly reports in standardised formats.</li> </ul>  |
| <b>Capital expansion and renovation projects</b> | Manage capital expansion and renovation projects post site handover to ensure high quality, timeous and cost-effective implementation of projects (<R3million per project) | <ul style="list-style-type: none"> <li>• Work with Head of Facilities to lead project end-to-end project management of outsourced contractors on renovation and expansion projects</li> <li>• Provide input on each school's capital expenditure budgets as it relates to facilities management through collaboration with Head of Facilities</li> <li>• Oversee health and safety during project execution and report issues and incidents.</li> </ul>  |
| <b>Security</b>                                  | Manage security team to ensure quality, cost-effective service delivery  | <ul style="list-style-type: none"> <li>• Recruit high-calibre security guards</li> <li>• Train and develop team members where required to enable high-quality, cost-effective service delivery</li> <li>• Manage team schedules, task lists, reports.</li> <li>• Monitor and handle security equipment like CCTV, access control systems.</li> </ul>   |
| <b>Fleet</b>                                     | Manage fleet and drivers to ensure quality cost-effective service delivery   | <ul style="list-style-type: none"> <li>• Recruit high-caliber drivers that meet the minimum criteria, including PDP (Professional Driving Permit)</li> <li>• Manage team, schedules, task lists, reports</li> <li>• Ensuring all license renewals are up to date</li> <li>• Ensuring servicing is done as and when necessary, but at least once a year.</li> <li>• Do regular inspections to ensure all vehicles are safe and functional.</li> <li>• Monitor, manage and report fuel consumption.</li> </ul> |

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|---------------------------------------|---|
| <b>Qualification required</b>         | <ul style="list-style-type: none"> <li>• Matric certificate</li> <li>• Certificate, degree or diploma or other appropriate credentials related to construction and facilities management</li> </ul>   |
| <b>Experience and skills required</b> | <ul style="list-style-type: none"> <li>• A minimum of 5 years in facilities management</li> <li>• A minimum of 5 years in project management and implementation</li> <li>• A minimum of 10 years in maintenance and construction</li> <li>• Experience in working with health and safety regulations</li> <li>• Technical skills in field of expertise</li> <li>• Demonstrated IT skills (MS Office including Excel, Word, Outlook and facilities management software)</li> <li>• Basic understanding of BCEA, LRA, OHS and other related acts</li> <li>• Previous experience in education sector advantageous</li> </ul> |
| <b>Attributes</b>                     | <ul style="list-style-type: none"> <li>• Strong organizational and time management abilities</li> <li>• Strong people management skills</li> <li>• Positive attitude and strong interpersonal skills</li> <li>• Attention to detail</li> <li>• A committed team player with good communication skills</li> <li>• Self-starter who takes initiative</li> </ul>   |
| <b>Other</b>                          | <ul style="list-style-type: none"> <li>• Culture and values fit</li> <li>• Team fit</li> </ul>  |



## EMPLOYMENT DETAILS

|                     |   |
|---------------------|---|
| <b>Remuneration</b> | Market-related and dependent on the strength of the candidate (e.g., experience, qualifications, etc.). |
| <b>Location</b>     | Based at our new Bedfordview campus being developed in 2025 and opening in January 2026.                |
| <b>Start Date</b>   | January 2025  |

## HOW TO APPLY

**Step 1:** Apply by filling in the online form at [this link](#).

You will be required to attach your full CV, as well as any written references you may have (written references are optional).

Please note this is a relatively extensive application form; you should set aside some time to consider several questions closely (at least 20 minutes).

All applications will be screened for the use of AI tools, and if AI-use is detected, will not be considered.

**Step 2:** Once we have reviewed your application, we may contact you to schedule an interview. You may be required to demonstrate your skills in a practical setting.

Please note – only candidates who apply using the online form above will be considered.

**We regret we cannot respond to unsuccessful candidates.**

