

# **RUSTENBURG GIRLS' HIGH SCHOOL**

## **RONDEBOSCH, CAPE TOWN**

The following full time support position will be available from June 2019:

## **Campus Manager**

### **This senior position includes the following:**

- Management of the grounds and buildings of this 125 year old public school
- Providing leadership to a team of grounds, cleaning, maintenance and security staff
- Management of internal and external Service Level Agreements to ensure a fully functional campus at all times
- Management of the school's maintenance and development budget, as well as capital development budgets
- Acting as a member of the School's management team and reporting to the School Governing Body and its committees as required

The successful candidate will preferably have the following skills:

- More than two years' experience in the management and maintenance of grounds, buildings and other facilities of a large campus such as Rustenburg Girls' High School
- A high level of organizational and planning skills as well as problem-solving and analytical skills will be required
- Competence in the use of computers, including email, spreadsheets and databases is essential
- Well-developed inter-personal and team-building skills are essential
- An understanding of the needs of an educational environment will be a distinct advantage
- Recognised qualifications in any of estate management, facilities management or project management will be an advantage

An application form can be downloaded from <http://bit.ly/RGHSjobs> and should be completed and submitted to the address below, along with a covering letter and a copy of your ID document:

The Principal  
c/o Mrs J Weston  
Rustenburg Girls' High School  
Camp Ground Road, Rondebosch, 7700  
Fax No. 021-6867114  
Email: [vacancies@rghs.org.za](mailto:vacancies@rghs.org.za)

Rustenburg Girls' High School is committed to the principles of Employment Equity and to providing equal opportunities. Candidates who meet these criteria will receive preference.

Closing date for applications: **15 April 2019**