

## **Annexure A: Job Description**

**Position:** Campus Manager

**Drafted:** March 2019

### **Purpose of the post**

To oversee the smooth, secure, efficient and safe running and maintenance of the school buildings, grounds and equipment on a daily basis while ensuring that the teaching, learning and extracurricular activities of the school are not unduly disrupted. These duties will require the Campus Manager to be on call to manage after-hours responsibilities and emergencies.

### **Reporting lines**

The Campus Manager reports to the Operations Manager.

### **Working Hours**

Your official hours of work are full-time, Monday to Friday (i.e. 45 hours per week, with an hour for lunch and tea breaks), or as specifically agreed with your manager. Generally you are expected to work whatever hours are reasonably necessary to achieve the goals and objectives of the School. From time to time you will be required to be on duty for after-hours or weekend school related duties, functions and/or events.

### **Outputs and key actions**

<b>Output 1</b>	<b>Management of Staff</b>
<b>Key actions</b>	<ul style="list-style-type: none"><li>• Management and development of Grounds/Cleaning Staff</li><li>• Managing facility support services</li><li>• Attend General and Support Management Team meetings as required</li><li>• Manage and ensure optimal delivery of sub-contracting services, ensuring compliance to the Service Level Agreements.</li><li>• Set clear objectives given with measures of performance</li><li>• Monitor training given to staff for new and existing skills, so as to reduce reliance on external service providers</li><li>• Advise the Principal so as to ensure that staff are correctly remunerated for position held</li></ul>
<b>Output 2</b>	<b>Communication</b>
<b>Key actions</b>	<ul style="list-style-type: none"><li>• Ensure clear communication with members of your team, both direct and indirect report, is maintained at all times</li><li>• Ensure that members of your team, particularly those without access to email, are kept informed of events and decisions that affect them</li><li>• Ensure that school management and staff members are made fully aware of major situations on the Campus</li><li>• Ensure that items of interest or consequence communicated to the Principal and the CDMS Committee</li></ul>
<b>Output 3</b>	<b>Grounds and Gardens</b>
<b>Key actions</b>	<ul style="list-style-type: none"><li>• Keep five year blue prints for all planting (trees and shrubs)</li><li>• Managed outsourced landscaping in conjunction with the architectural team</li><li>• Create an annual feeding, mulching, composting and pesticide plan</li><li>• Create the annual tree maintenance plan</li></ul>
<b>Output 4</b>	<b>Finances</b>
<b>Key actions</b>	<ul style="list-style-type: none"><li>• Produce an annual budget with forecasts done where needed</li><li>• Ensure efficient cost centre management</li><li>• Ensure efficient procurement and effective cost savings while complying with the schools' procurement policies and procedures</li></ul>

	<ul style="list-style-type: none"> <li>• Conduct negotiations with service providers on annual contracts to the advantage of the school</li> <li>• Manage expenses within approved budgets, securing savings and efficiencies where possible</li> </ul>
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<b>Output 5</b>	<b>Campus Development, Maintenance and Sustainability Committee</b>
<b>Key actions</b>	<ul style="list-style-type: none"> <li>• Arrange and host regular meetings of the CDMS Committee in liaison with the SGB parent Chair</li> <li>• Ensure that an agenda is prepared well in advance and distributed to all members timeously</li> <li>• Ensure that minutes are kept short, accurate and completed timeously, approved by the CDMS Committee Chair and distributed to members soon after the meeting has been held</li> <li>• Prepare CDMS reports for the Chair to present at SGB meetings as required</li> </ul>

<b>Output 6</b>	<b>Security</b>
<b>Key actions</b>	<ul style="list-style-type: none"> <li>• Ensure optimal operation of security services on all school premises</li> <li>• Remain fully informed of the security status of Campus, and recommend changes or improvements where this is required.</li> <li>• Maintain security procedures put in place by the school</li> <li>• Ensure that the security infrastructure is working at all times</li> <li>• Maintain control and safe keeping of all access keys</li> </ul>

<b>Output 7</b>	<b>Buildings / Infrastructure</b>
<b>Key actions</b>	<ul style="list-style-type: none"> <li>• Ensure the safe maintenance and operation of all school premises</li> <li>• Keep all Campus assets secure and maintained so as to ensure the continuing availability of utilities, site services and equipment for the core activities of the school</li> <li>• Ensure that sound practices are followed in estate management and grounds maintenance</li> <li>• Ensure the supervision of relevant planning and construction processes is undertaken in line with campus-related contractual obligations</li> <li>• Yearly plan set out to maintain all Campus buildings, storm water drains, irrigation, water and electric meters plus sewerage infrastructure</li> <li>• Set up and execute preventative/proactive maintenance schedules</li> </ul>

<b>Output 8</b>	<b>Other Specific Duties:</b>
<b>Key actions</b>	<ul style="list-style-type: none"> <li>• <b>Project Manager</b> - Carry out the responsibilities as Project Manager for all Integrated Campus Development Plan work, Attend regular site meeting and inspections</li> </ul>

- *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*
- *Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job profile will be amended from time to time as part of the performance management process*
- *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

## **Competencies, and qualities required for the post**

- **Knowledge and experience**
  - Experience in the management and maintenance of grounds, buildings and other facilities of a large campus such as Rustenburg Girls' High School.
  - Experience in and/or understanding of the needs of an educational environment
- **Skills**
  - Management and supervisory skills
  - Team building skills
  - Analytical and problem solving skills
  - Decision making skills
  - Stress management skills
  - Time management skills
  - Effective written, verbal, presentation and listening communications skills
  - Computer skills, including the use of email, spreadsheet, databases and other office applications
  - Attention to detail
- **Personal competencies**
  - Ability to work under pressure and meet deadlines.
  - Ability to manage expectations and ensure delivery of services.
  - Willingness to support the larger vision of the school by getting involved in school events
- **Interpersonal competencies**
  - High level of integrity and honesty
  - Strong work ethic
  - Strong organisational and administrative skills
  - Ability to work with and relate to people from all cultures and backgrounds, and to make them feel included and valued.
- **Qualifications needed**
  - Recognised qualifications in any of estate management, facilities management or project management an advantage