

Role Description – Facilities and WHS Manager

Position Title	Facilities and WHS Manager
Reports to	Economic Development Director (EDD)
Faculty	Whole School
Level	Depending on Experience
Employment Type	Full-Time, Ongoing
Applications close	TBA
Key relationships	Economic Development Director (EDD), School Director & Faculty Directors (EC, PS, HS), Maintenance Requests Coordinator, Site Team, Teachers, Finance Manager, All Staff & External Contractors

About Us

Nestled on 20 acres of stunning bushland in the peaceful Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School is Queensland's largest Steiner school. We provide a holistic education from Early Childhood to Class 12, guided by the philosophy of Rudolf Steiner and aligned with Queensland curriculum standards.

Our school community values curiosity, resilience, and creativity. With vibrant grounds and thoughtfully designed facilities, we cultivate an environment where students and staff thrive through balance, purpose, and connection to nature.

The Role

The Facilities and WHS Manager plays a critical role in overseeing the maintenance, functionality, safety, and aesthetic quality of our school environment. This full-time role ensures our facilities are safe, compliant, and aligned with Steiner values, while embedding a proactive safety culture across the school.

The role leads a small operational team and coordinates strategic and daily site operations, ensuring compliance with legislative requirements, safety protocols, and sustainability goals.

Key Responsibilities

Facilities and Site Operations

- Oversee daily operations including site access, infrastructure, cleaning liaison, and shared resource use.
- Coordinate preventative and reactive maintenance schedules, integrating capital works and sustainability initiatives.
- Supervise on-site staff and contractors ensuring compliance with school and regulatory standards (e.g., Blue/White Cards).
- Maintain effective asset management, including digital audit systems.

Groundskeeping, Landscaping and Aesthetic Stewardship

- Lead the development and ongoing care of the school's natural and built environments, ensuring they reflect the Steiner aesthetic and support the wellbeing of students and staff.
- Guide and mentor groundskeeping staff, combining practical expertise in carpentry, landscaping or horticulture with a commitment to beauty, rhythm and seasonal attunement.
- Coordinate seasonal works aligned with festival life and student learning needs, ensuring the grounds offer a harmonious, child-centred and sensory-rich environment.
- Oversee repair and craftsmanship works (e.g. play structures, outdoor furniture, fences) that uphold both safety and Steiner-aligned design principles.
- Work closely with teaching staff and the Economic Development Director (EDD) to ensure outdoor environments support learning, imagination and a sense of place

Workplace Health and Safety (WHS)

- Lead WHS compliance across the school in line with Queensland legislation and internal protocols.
- Maintain risk registers and hazard logs.
- Conduct regular WHS training, inductions, toolbox talks, and emergency preparedness drills.
- Monitor and report on WHS performance indicators, audit outcomes, and contractor compliance (SWMS, insurances, licenses).

Security and Emergency Preparedness

- Maintain and manage the school's security systems.
- Attend after-hours callouts for security breaches, critical faults, or safety alerts.
- Ensure staff training in emergency systems and protocols.

Strategic and Capital Development

- Contribute to strategic planning for cost efficiencies across utilities, capital upgrades, and maintenance.
- Collaborate with EDD on project briefs, timelines, budgeting, and contractor oversight.
- Liaise with architects, consultants, and builders on site-based projects.

Compliance and Record-Keeping

- Ensure compliance with all regulatory frameworks including fire safety, hazardous substances, and scheduled maintenance.
- Maintain records for pest control, electrical testing, carpet cleaning, and WHS obligations.

Leadership and Collaboration

- Provide leadership to the site team including Maintenance Coordinator, Groundskeeper, and Site Team Members.
- Assist with recruitment, onboarding, and training of site staff and trainees.

- Foster an inclusive, safety-focused, and service-oriented team culture.

Qualifications and Requirements

Mandatory:

- Demonstrated experience in facilities management, site operations, or similar role, preferably in an educational setting.
- Strong understanding of Queensland WHS legislation, compliance, and risk management.
- Proficiency in digital record-keeping and maintenance scheduling systems.
- Current Blue Card and White Card (or ability to obtain).
- Current First Aid and CPR certification.
- Strong communication, problem-solving, and organisational skills.

Desirable:

- Trade qualification or equivalent practical trade experience.
- Fire Safety Advisor or Emergency Warden certification.
- Valid driver's licence.
- Experience with venue hire and contractor management systems.

Why Join Us?

Samford Valley Steiner School is more than a workplace — it's a community. We offer:

- Be part of a values-driven, nature-connected educational community.
- Competitive salary and up to 12.75% employer superannuation.
- Generous leave entitlements and professional development support.
- Opportunity to lead meaningful projects that shape safe, sustainable learning environments.

Interested in applying?

To apply please submit:

- Your current resume.
- A brief letter (1 -2 page) telling us why you are interested in this role. This should not be a restatement of your resume and does not require you to respond to each of the key capability areas; it is also your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it.