



NEWMAN  
COLLEGE

A CATHOLIC SCHOOL  
EDUCATING IN THE  
MARIST TRADITION



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**Newman College is a PK-12 school, operating under the governorship of the Marist Brothers, with an enrolment of 1900 students. We welcome applications from qualified, capable and enthusiastic people for the following position.**

## **FACILITIES MANAGER**

**Full-Time Ongoing Position Commencing 15 April 2019 Or As Soon As Practicable**

The Facilities Manager is responsible for the management and operation of the College's facilities including capital and minor works, built facilities and grounds, contract services and maintenance. The Facilities Manager will assume a strategically integrated approach to maintaining, improving and adapting the College buildings and facilities in order to create an environment that strongly supports the teaching and learning objectives of the College.

Your application must include:

- **Cover Letter:** State why you are applying for the position, detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, WWC details, education and professional memberships and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Referees:** The names and details of three people who have consented to act as referees. You must include your current employer. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

A Role Description for this position accompanies these position criteria.

The successful candidate will be supportive of the Marist and Catholic ethos of the College.

**Applications close Monday 1 April 2019**

Applications are to be addressed to the Principal, John Finneran.

Please direct all enquiries to:

Henny Mansveld

Human Resources Officer

Newman College

Telephone: (08) 9204 9403

Email: [henny.mansveld@cewa.edu.au](mailto:henny.mansveld@cewa.edu.au)

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