

THEODOR HERZL SCHOOLS

Theodor Herzl Schools, established in 1959, is an independent, co-educational, English medium school in the leafy suburb of Walmer, Gqeberha/ Port Elizabeth. Known for its outstanding academic results, we remain firmly focussed on providing an all-round education from pre-primary to matric. Although a Jewish- founded school, our pupils come from a wide range of social and cultural backgrounds, resulting in a vibrant melting pot of cultures, which nurtures acceptance and mutual appreciation.

We seek to appoint an energetic, innovative and motivated person as a:

MAINTENANCE AND OPERATIONAL MANAGER 1 JANUARY 2026

Although the official commencement date is 1 January 2026, preference will be given to someone who can commence on 1 December 2025.

As our Maintenance/ Operational Manager, you will play a pivotal role in the efficient functioning of our school. Your responsibilities will include:

1. Maintenance

- Develop and implement maintenance schedules for all school facilities, including buildings, grounds and equipment.
- Co-ordinate and oversee repair and maintenance activities, ensuring timely completion and adherence to quality standards.
- Conduct regular inspections to identify maintenance needs and address them promptly.

2. Facilities Management

- Manage the allocation and optimal utilization of spaces within the school premises, including classrooms, offices and common areas.
- Co-ordinate with relevant stakeholders to facilitate facility upgrades, renovations or expansions as and when needed.
- Ensure compliance with building codes, safety regulations, and environmental standards.

3. Security and safety

- **Implement and oversee security measures to safeguard the school property, students, and staff.**
- **Develop and maintain emergency response protocols, including evacuation procedures and crisis management plans.**
- **Conduct safety drills and training sessions to prepare staff and students for emergencies.**

4. Health and sanitation

- **Ensure cleanliness and hygiene standards are maintained throughout the school facilities.**
- **Implement sanitation protocols to prevent the spread of infectious diseases and promote a healthy environment.**
- **Coordinate with external vendors and respective employees regarding cleaning services and supplies.**

5. Budgeting and resource management

- **Develop annual budgets for maintenance and operations expenses, including supplies, repairs, and staffing.**
- **Monitor expenditures and identify cost-saving opportunities without compromising quality or safety.**
- **Procure necessary supplies, equipment, and services within budgetary constraints.**

6. Communication and co-ordination

- **Liaise with respective Heads of Schools and staff to understand their needs and priorities regarding facilities and operations.**
- **Communicate effectively with external contractors, vendors, and regulatory authorities as necessary.**
- **Collaborate with other departments to support school events, activities, and initiatives.**

Requirements:

- **Proven experience in hands-on maintenance at an organisation that has similarities to our school environment or a related field.**
- **Strong organizational and leadership skills with the ability to multi-task effectively.**
- **Excellent communication and inter-personal skills.**
- **Foster a positive work environment conducive to teamwork, collaboration, and continuous improvement.**
- **Knowledge of relevant regulations and best practices in maintenance and operational management.**
- **A proactive approach to problem solving and a commitment to continuous improvement. Being a “self-starter” is a given.**
- **A willingness to “getting your hands dirty,” as you solve the issues that come with maintaining the moving parts of a school campus.**

In addition, all applicants should have the following:

- **Relevant experience in an environment that is similar to that of a school.**
- **Fluency in English with excellent verbal and written communication skills.**
- **Sound computer skills.**
- **A Police Clearance Certificate and a clean reference on the Sexual Offenders’ Register.**

The School Maintenance and Operations Manager plays a crucial role in ensuring the safety, functionality, and efficiency of the school environment. By overseeing maintenance, security, health, and safety measures, he/she contribute to creating a conducive atmosphere for teaching, learning, and community engagement. If you feel that this describes your skills, we are keen

to hear from you! We invite you to apply and be a part of our vibrant school community.

Submission of a CV does not automatically entitle the applicant to an interview. Only short-listed applicants will be contacted and Theodor Herzl Schools reserves the right not to make an appointment.

Theodor Herzl Schools is an equal opportunity employer.

Theodor Herzl Schools reserves the right to appoint the successful applicant prior to 1 December 2025. If you are interested in this position, applying timeously is in your best interest.

Should you not have been contacted by Wednesday, 5 November 2025, please consider your application unsuccessful.

Theodor Herzl Schools, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Qualified candidates are requested to apply by:

- 1) submitting a CV not exceeding three pages**
- 2) submitting a letter of motivation**
- 3) providing the contact details of three appropriate referees to (all applications will be handled in the strictest confidence):**

**The Executive Principal
Theodor Herzl Schools
Port Elizabeth
6070
Tel: 041 581 4244
E-mail: kurzv@theodorherzl.co.za**

Closing date: 3 November 2025

