SYDNEY GRAMMAR SCHOOL

Project Manager Facilities

About Us

Sydney Grammar School is an independent non-denominational day School for boys. The secondary School (7-12) is located on College Street in the city of Sydney and the two preparatory Schools are located at Edgecliff (K-Year 6) and St Ives (Preschool-Year 6).

About the Role

Sydney Grammar School is seeking a highly motivated and qualified **Project Manager Facilities** to join the School's Facilities Department.

This is a **full-time, fixed-term position**, commencing **ASAP** on a fixed-term basis of 2 years, with the possibility of extension**.**

The Project Manager is responsible for:

- The planning, procurement, delivery, administration, governance, and successful completion of capital works, infrastructure, remediation, refurbishment, and campus development projects across Sydney Grammar School.
- The role works closely with the Head of Facilities to deliver the School's Master Plan and associated capital works programs, ensuring projects are aligned with the School's strategic objectives, operational requirements, budgetary constraints, and long-term asset management goals.
- The Project Manager acts as the School's representative throughout the project lifecycle and is responsible for project delivery, contractor governance, compliance management, financial administration, stakeholder engagement, and project reporting from concept through to final handover.

KNOWLEDGE, SKILLS & EXPERINCE

- Degree or tertiary qualification in Project Management, Construction Management, Engineering, Building, Architecture, Quantity Surveying, or a related discipline.
- 10 years' experience delivering capital works and construction projects.
- Experience managing consultants, contractors, and external stakeholders.
- Experience managing project budgets and financial reporting.
- Experience preparing and administering contracts and tenders.
- Sound understanding of the NSW Building Code, Australian Standards, and construction legislation.
- Strong understanding of WHS legislation and contractor management requirements.
- Experience using contractor management systems such as LinkSafe, Rapid Global, Avetta, or similar.
- Experience using project management and asset management systems.
- High-level negotiation, communication, and stakeholder management skills.

Why Work at Sydney Grammar?

At Grammar, our people are at the heart of everything we do. We offer a supportive and collaborative environment where staff can grow professionally, feel valued and enjoy being part of a vibrant selective school community.

What we offer:

- Competitive above-award salaries and salary packaging options
- A strong professional learning culture, including mentoring, accreditation support and postgraduate study assistance
- Wellbeing support, including an Employee Assistance Program and annual flu vaccinations
- Great staff amenities, including daily catered morning tea, occasional staff lunches and free on-site parking
- Quality resources, including school-provided laptops and access to the School Library

Join a community committed to excellence in education and to supporting the people who make it possible.

Commencement Date: Term I 2027

Conclusion Date: Term IV 2028

Application closing date: Applications will close when a successful applicant is sourced.

General information about the School may be found on the School's website at http://www.sydgram.nsw.edu.au

Enquiries, including those regarding the details of the remuneration package, may be directed to employment@sydgram.nsw.edu.au

How to Apply

Applications should be addressed to the Headmaster.

Applications must be sent to employment@sydgram.nsw.edu.au with the following:

Cover Letter

- Introduce yourself, the reasons for applying for the position, and why you are a suitable candidate.

Application Form

- Located on the School website https://www.sydgram.nsw.edu.au/employment-grammar/
- Complete all the details and answer all questions, including providing referee details.

Resume

- Work history, educational qualifications, and other relevant professional and personal experiences.

Successful applications must comply with the Children's Guardian Act 2019.

Sydney Grammar School is an Equal Opportunity Employer.

Extra Information

The successful applicant must be legally permitted to work in Australia. Persons prohibited from working with children must not apply.

Applicants must hold, or be willing to obtain, a valid Working With Children Check (WWCC), as well as current First Aid and CPR certification.

Enquiries, including those regarding the details of the remuneration package, may be directed to employment@sydgram.nsw.edu.au

Successful applications must comply with the Children's Guardian Act 2019. Sydney Grammar School is an Equal Opportunity Employer.