



Facilities Coordinator

\$100,000 + Super

Immediate Start Available

Join a Collaborative and Supportive Facilities Team

St Scholastica's College is a Catholic independent day and boarding school for girls in the Good Samaritan tradition. We are seeking a proactive and hands-on **Facilities Coordinator** to support the maintenance, operation and presentation of our campus.

The Role

Reporting to the Facilities Manager, this hands-on role is responsible for coordinating and undertaking maintenance activities across the College to ensure facilities are safe, compliant, functional and well presented. Working closely with staff, contractors and suppliers, you will also support compliance and asset management activities and assist with minor projects and day-to-day facilities operations.

The successful candidate will be a proactive and reliable team player with strong communication skills, a hands-on approach, and the ability to supervise the maintenance team when required.

About You

You will have:

- Minimum 2 years' experience in facilities, maintenance coordination, trades or property services
- Practical maintenance and handyman skills
- Experience managing contractors and service providers
- Strong organisational, communication and problem-solving skills
- Experience using Microsoft Office (Word and Excel) and maintenance management systems
- Sound understanding of WHS and compliance requirements
- Knowledge of building services and systems, including HVAC, electrical, plumbing and fire safety
- Good physical fitness and the ability to lift up to 20kg

- Current Driver's Licence and Working With Children Check (WWCC).

Desirable

- Experience working in a school environment
- Relevant trade or facilities management qualification
- First Aid Certificate
- LR Bus Licence.

Why Join Us?

- Competitive salary package of **\$100,000 + super**
- Diverse and hands-on role with variety each day
- Collaborative and supportive team environment
- Opportunity to contribute to a leading independent girls' school.

Applications close – Wednesday 12 August 2026