

Working at *Kristin*

Campus and Facilities
Manager



Kristin overview

Our beginnings

Kristin School is an independent, non-denominational, co-educational school with over 1800 students from Early Learning to Year 13.

The school was originally founded by parents in 1973, to provide a holistic, well-rounded education for all. Kristin is now a thriving educational institute based on 50 acres of land in Albany, Auckland.

Our campus

Our impressive campus stands out among the busyness of Auckland as a beautiful, peaceful, green environment where students can safely explore and learn. Pathways wander through the bush towards Lucas Creek, which flows through the landscape behind the school. It truly is a special environment for growth, learning and connection.

Our values

Our founding Christian values have remained firmly grounded in the everyday life of our school.

Progress — Continually growing and developing

Vision — Having a sense of direction and purpose

Integrity — Being honest and of strong moral principles

Love — From a strong self, able to affirm and compassionately serve others and the environment.

At Kristin

Our impressive 50-acre campus is a beautiful, peaceful and green environment where students can safely explore and learn. Well-resourced classrooms and laboratories are complemented by our outstanding Library, Auditorium, media studio, sports facilities, age-specific playgrounds and spacious natural grounds.

Environment

Feedback from staff, students and visitors affirm that our school campus is exceptionally beautiful, and in pristine condition. A highly energetic team keeps our grounds and facilities maintained to the highest standard.

Performing Arts

Our award-winning productions enable students to gain practical experience within a fully functional, educational theatre environment. Excellent music, drama and dance programmes are offered across the three schools with co-curricular performance events, speech, drama and music tuition that enable students to discover and pursue their passions alongside their academic goals. Kristin produces three productions a year, one each for the Junior, Middle and Senior schools.

Sport

Sport at Kristin is much more than a pastime and healthy activity; it is a context in which our students can experience success and failure, realise their dreams and aspirations, and are able to strengthen their teamwork skills and camaraderie in pursuit of their goals.

Kristin offers over 20 sporting codes and supports clubs so that students have the chance to gain experience in a range of disciplines. We recognise that elite-performance pathways are vital for students to compete at highest levels. Our Sports Academy provides opportunities for athletes in Years 6–10 to access customised development programmes, offered in partnership with the AUT Millennium and the Athlete Development Academy (ADA).

Education outside the classroom (EOTC)

Taking students outside of the comfort of their classroom is a key feature of Kristin. It encourages students to embrace situations and challenges to promote personal growth and development, team building, leadership and a greater sense of community.

EOTC activities include Camp Week, which is a highlight for students in Years 3 to 13 who embark on adventures across New Zealand. Other activities include field trips for academic exploration and assessment along with cultural trips.

Inclusive learning

Kristin offers the best of pedagogical support for teachers and students, with a highly qualified Inclusive Learning team dedicated to providing support for neurodiverse learners. This experienced team can provide an individualised education plan to support the student and teacher to succeed.

Little Doves Early Learning

Kristin is excited to offer early childhood education to our community. This state-of-the-art facility provides a pathway into our successfully established Kindergarten, with the ability to care for 75 babies and toddlers. This facility allows for our new parents to return to work with the convenience and knowledge their little one is in safe hands.

International Education

Every student at Kristin is part of a rich and diverse international community. The International Baccalaureate (IB) philosophy encourages students to consider their place in the world and to engage with other cultures and languages. Mandarin Chinese and Te Reo are taught throughout the Kindergarten and Junior School, and our language Faculty offers Chinese, Spanish and French to Middle and Senior School students.

School Operations

Kristin Junior to Senior School has 37 term weeks, with a three week term break in April and July and two weeks in October.

Junior School's day is 8.30am – 3.10pm

Middle and Senior Schools' day is 8.30am – 3.20pm

Little Doves and Kindergarten are open all year (closed 4 weeks over Christmas)

Employee Benefits

Kristin offers many benefits for staff, including a values-based welcoming community with a inspirational founding story and small, nurturing class sizes. Other benefits include subsidised school fees, a staff recognition programme, amazing facilities and grounds, and wellbeing support with free flu vaccinations, gym membership, onsite physio and EAP.

Professional Learning

Kristin is committed to the professional development of all staff by providing regular ongoing professional learning, staff conferences and support for post-graduate studies. All staff are offered regular First Aid and Child Protection training.

Professional learning is prioritised over the year, and professional memberships and collaborations are encouraged.

Our expansive campus





Position Description: Campus & Facilities Manager

Status

Permanent

Time

Full-time Monday–Friday; 8-hour day

Location

Kristin School, Auckland, New Zealand

Vision/Context

Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively, and learn enthusiastically throughout life.

Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.

Job purpose

The Campus and Facilities Manager is responsible for the overall management and maintenance of the School's buildings and facilities, to ensure they are safe, clean and fit for purpose. Ensure school buildings and facilities provide a positive image of the school and support the construction and renovations of all property-related projects across the campus. Ensure all properly related activities are within budget. Grounds maintenance is not part of this role.

Line management

- Reports to the Director of Business Services
- Line Manager for Assistant Property Manager

Key relationships

- Operations Manager
- Environment and Landscape Manager
- Executive Leadership Team (Junior, Middle and Senior School Principals, Director of Human Resources)
- Property-related contractors
- Head of Health & Safety
- School staff

Specific Accountabilities – Campus & Facilities Manager

Accountabilities	Responsibilities and Expectations	Performance Indicators
1. Maintenance	<ul style="list-style-type: none"> Maintain and repair all furniture, fixtures, fittings and equipment as needed or on a regular maintenance cycle. Oversee the cleaning and maintenance of school buildings and facilities, liaise with cleaning companies and address issues as they arise. Oversee all repair and maintenance, including overseeing external contractors/ tradespeople. Ensure tradespeople are qualified for job, sign in when onsite and work is checked when completed. Cyclical maintenance – ensure a regular maintenance cycle is undertaken for the interior and exterior of all facilities. Oversee the maintenance and hazardous identification systems for staff identifying issues to be addressed. Seasonal maintenance – ensure this is undertaken on a regular basis e.g. cleaning spots etc. Establish a system of regular maintenance checks on a regular cycle as needed. Ensure furniture and equipment are stored or disposed of as needed. Coordinate pest control for all school buildings and facilities. Grounds maintenance is not part of this role. 	<ul style="list-style-type: none"> Buildings are maintained for optimum delivery of curriculum and extra-curricular activities. All activities undertaken are done using the proper machinery and safety equipment. Warning notices always used to highlight hazards. Attended and adhered to all training of machinery and equipment so it is used safely and for its correct purpose. Contractors and tradespeople utilised have the correct qualifications and skills to undertake work/maintenance for the job they are undertaking. External contractors/ tradespeople sign in when onsite and are made aware of the School's Health & Safety protocols and standards. Hazards and maintenance are addressed promptly. Furniture and equipment are safely stored or disposed of as required by the school. Evidence that the school buildings and facilities are pest-free.
2. Security	<ul style="list-style-type: none"> Ensure buildings and grounds are safe and secure at all times, including evenings, weekends, and term breaks. Attend to all alarm and fire callouts to secure buildings. Ensure all out-of-hours events on the school campus have arrangements made for building access and security. Manage the School security and alarm system, and oversee access to these systems. Oversee the security card/ key system to ensure access is only available to relevant staff and contractors. 	<ul style="list-style-type: none"> Evidence that all school buildings and facilities are safe at all times, alarms are set, and security cameras are working at all times. Ensure the Security company is attending the school campus as contracted during evenings and weekends. Security is working at all times and access to CTV footage is available as needed for relevant stakeholders. Security card access is only available to relevant staff and contractors at all times.

Accountabilities	Responsibilities and Expectations	Performance Indicators
3. Property Projects	<ul style="list-style-type: none"> Oversee all the development/ implementation of school signage as needed across the campus. In conjunction with the Director of Business Services, support all property-related building projects for new or renovations to buildings. Ensure final sign off of any buildings is completed, and compliance standards and certificates are obtained as required. Ensure budget and time constraints are met. 	<ul style="list-style-type: none"> School signage is provided to meet the school's requirements. Feedback from the Director of Business Services that all property-related projects are undertaken effectively and within the budget and time constraints set. Final sign off and any compliance certificates legally required are obtained for all work undertaken, renovations or new buildings.
4. Fire & Lockdown processes	<ul style="list-style-type: none"> Set regular fire drills for whole school campus, in conjunction with external provider. Liaise with external provider and fire departments regarding drills, equipment and maintenance. Support the annual Lockdown drill process. 	<ul style="list-style-type: none"> Fire drills are undertaken each term, at a time that is convenient for the school and avoids external exams. Ensure all fire equipment is reviewed on a regular basis, in place at all times and has a valid compliance certificate. A lockdown drill is undertaken each year, and all property-related improvements are addressed to ensure the school staff and students are safe in the event of a lockdown.
5. Building Warrant of Fitness	<ul style="list-style-type: none"> Undertake the regulatory requirements for the school each month and on an annual basis. Ensure the BWOF certificate is displayed in a visible location. Keep a record of any building systems for compliance. 	<ul style="list-style-type: none"> Evidence the school meets its regulatory requirement for Building Warrant of Fitness on time each month. BWOF certificate is printed in colour, signed, framed and clearly displayed in a prominent location. Evidence an accurate record of all compliance work is maintained.
6. Staff management	<ul style="list-style-type: none"> Provide line management for the Assistant Property Manager, including the appointment process, performance management, reviews, and professional learning and development. 	<ul style="list-style-type: none"> Any direct reports are recruited, managed and developed through sound management and human resources practices that are consistent with School policies and legal requirements. Documentation of the annual formal review meeting and any professional development is provided to HR for the employee's file.

Specific Accountabilities –
Campus & Facilities Manager

Accountabilities	Responsibilities and Expectations	Performance Indicators
7. Health & Safety	<ul style="list-style-type: none">Contractors engaged for Property are Health & Safety prequalified, inspected, and routinely monitored to ensure ongoing compliance with Health & Safety requirements.Ensure that maintenance and property work is assessed for Health & Safety risks before progressing.Participate in Health & Safety Committee meetings.Maintain the Health & Safety Hazard identification and control register.Oversee all appliance testing of electrical equipment to comply with the Health & Safety at Work Act.Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements.Ensure, so far as is reasonably practicable, that steps are taken to keep staff and students safe while on the School grounds or participating in school activities.	<ul style="list-style-type: none">Evidence that Contractors have been prequalified and inducted before starting work. Routine checks are carried out and recorded.Risk assessments have been completed on all maintenance and property work, and risks identified have been addressed with contractors. Evince is documented for work involving Kristin's critical risks and projects.Attendance and participation at Health & Safety Committee meetings and action items addressed as set.Hazard register is easily available for all staff and checked on a regular basis. Action taken to address all hazards in a timely manner.All appliances and equipment have valid compliance certificates at all times.Evidence of compliance with School's policies, procedures, and workplace Health & Safety legislative requirements.Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.
8. Financial	<ul style="list-style-type: none">Setting of annual maintenance, repairs and property budgets.Oversee annual capital asset replacement requests for furniture, fittings and equipment.Ensure quotes are obtained for all work to be completed.Check and sign off on all invoices for repairs, maintenance, and property-related costs in line with levels of delegated authority.Review and negotiate contracts with suppliers to ensure quality and cost.	<ul style="list-style-type: none">Budgets are developed to meet the budget deadlines, and in review with the Director of Business Services.All budgets are reviewed regularly to ensure that costs are in line with budgets, and any variance is highlighted to the Director of Business Services as soon as possible.At least two quotes are obtained for all significant levels of work.Invoices and all checked and submitted to Finance in a timely manner. Signed off within the level of delegated authority.Competitive supplemental contracts are negotiated for the school, with approval of the Director of Business Services.

Accountabilities	Responsibilities and Expectations	Performance Indicators
9. Other	<ul style="list-style-type: none">Other work as directed by the Director of Business Services or Executive Principal.Attend and participate in professional learning as required.To positively support the character and values of Kristin School.	<ul style="list-style-type: none">Evidence of attendance at Staff meetings as required.Evidence of attending and participating in professional learning.Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.





Selection criteria

Qualifications, Training and Experience

- Property management experience of a large facility
- Experience within the building industry or similar trades
- Basic understanding of plumbing and electrical systems
- Experience working with external suppliers, negotiating contracts
- Experience setting and managing budgets
- Sound computer skills with ability to operate online systems and security systems
- Knowledgeable about Health & Safety legislation and requirements
- Valid Driver's Licence
- Recent National Police Vetting Check (Completed by Kristin School every 3 years, with results considered satisfactory by the School)

Attributes and Skills

- Interpersonal skills, proven ability to manage and effectively work as part of a team
- Ability to manage time effectively and meet deadlines
- Self-motivated, use initiative and able to prioritise work and manage multiple tasks
- Demonstrated personal resilience, including the ability to work in a demanding role
- A high level of energy and vitality
- The ability to develop and maintain effective relationships with staff and contractors from diverse backgrounds
- Clear and concise verbal and written communication skills
- Ability to use sound judgement and decision-making abilities
- Flexible, approachable and consistent in manner
- A genuine interest and willingness to engage in professional development and learning opportunities

Conditions of employment

- A salary will be paid according to qualifications and experience.
- Employees of Kristin School will respect and comply with the Staff Code of Conduct.
- Fee concessions are available to assist staff in having their children educated at the school.
- Four weeks annual leave.
- Four weeks long-service leave after 10 years' continuous employment.

Application Process

All applications are to include your curriculum vitae and cover letter. These are to be submitted online together with your completed Application form available at www.kristincareers.nz

If you have any questions with regards to working at Kristin School, please contact:

Rebecca Isted – Director of Human Resources
Phone: +64 9 415 5097
Email: risted@kristin.school.nz

All applications will be acknowledged by email.

Selection Timeline:

Applications close Friday 25 July 2025





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kristin.school.nz