

Michaelhouse Vacancy



MICHAELHOUSE

MAINTENANCE MANAGER – OPERATIONS DEPARTMENT

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

Michaelhouse invites applications for the position of **Maintenance Manager**, a key role responsible for delivering a first-class maintenance, building and refurbishment service across the School's extensive and heritage-rich estate.

The Maintenance Manager will lead and coordinate the in-house maintenance team and external contractors to ensure that all buildings, infrastructure, plant and services are maintained, upgraded and presented to the highest standards. Due to the size, complexity and historical nature of the estate, this is a hands-on role, requiring active involvement in building works, interpretation of building plans, and the planning and execution of refurbishment, renovation and upgrade projects. People management experience is key. The position reports to the Operations Manager and supports capital works planning, deputising when required.

Commencement date: **01 April 2026 or earlier if possible.**

KEY RESPONSIBILITIES:

- Planning and delivery of maintenance, refurbishment and minor building projects within budget and with minimal disruption to school activities.
- Design input, costing and execution of renovations, upgrades and alterations.
- Preparation of specifications, quotes and tenders for maintenance and building works.
- Sourcing, appointing and managing contractors and specialist service providers.
- Leadership, performance management and development of the maintenance team.
- Budget management, financial control and reporting.
- Ensuring statutory compliance with health, safety and building regulations.
- Proactive relationship management with school departments and stakeholders.
- Participation in the out-of-hours call-out and emergency response roster.

QUALIFICATIONS, EDUCATION & TRAINING:

- Relevant technical qualification in Building, Construction, Property Maintenance or a related field.
- Minimum of 10 years' experience in property maintenance, construction and/or building services management.
- Proven prior people-management experience, dealing with large teams, staff development, as well as handling IR matters.
- Experience managing contractors, budgets and multi-disciplinary projects.
- Sound knowledge of statutory compliance and health & safety legislation.
- Strong organisational, administrative and IT skills.
- Excellent interpersonal skills.
- Fluency in English essential; isiZulu advantageous.
- Valid driver's licence.

IMPORTANT CONDITIONS:

- Contract type: Permanent/ Full-time.
- Michaelhouse operates as a full-time boarding school. Working hours of the employee are therefore in accordance with the operational requirements of the school. Normal working hours of the employee will include regular Saturdays. The position will frequently necessitate work outside of normal working hours, and may be required to work stand-by as per the Maintenance Department duty roster.
- Leave 30 days per annum.
- Public holidays that fall during the school term are deemed to be normal working days.
- **Accommodation may be provided on or near the Michaelhouse Estate to facilitate the successful fulfilment of duties and full involvement in the school programme.**

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To Apply: Complete the online application form at: <https://forms.gle/hpva2BzoHVdV8N9a8>
In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 16 February 2026

Note: Please reference the job title **"Maintenance Manager"** in the subject of your email for ease of reference.

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview.
Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.