

Warwick Academy

Head of Facilities and Properties

Applications are invited from dynamic and Hands on individuals for this key position to commence in June 2012 to manage and oversee the Warwick Academy Properties and Facilities.

Key responsibilities will include but are not limited to:

- Oversee and monitor the day to day running of the facility including custodial, gardening and contracted staff
- Ensure that all buildings are cleaned and maintained to the highest standards possible and rooms are set up for meetings as required
- Arrange and oversee the planned maintenance for all buildings and support the implementation of any new projects
- Prepare department budgets and approve orders for equipment and supplies as authorized
- Establish and maintain an excellent working relationship with the staff and the students of the school
- Manage the personnel matters of the department including training, and performance appraisals
- Take responsibility for Fire and Emergency Evacuation procedures and the testing of these as well as facility security and emergency call out procedures.
- Liaise with the health and safety officer of the school
- Report directly to the Principal, prepare reports for the Principal and the Board of Governors and sit on Board Sub Committees as required.

Applications are invited from persons who possess the following qualifications and skills:

A Bachelor's degree in facilities management, project management or an engineering discipline-mechanical or electrical - with at least 10 years' experience in facilities management, contracts management and financial management.

Well organised and efficient with strong inter-personal, computer skills and communication skills.

Pro-active, responsible, able to prioritise, solve problems, make decisions and follow through with a strong attention to detail.

"Hands on" knowledge and skill with plumbing, electrical and air-conditioning.

Flexible and able to work hours as required and be on call 24/7.

Applicants are asked to provide the following information: Post applied for, full name, date of birth, national and marital status, full details of secondary and higher education with dates, full qualifications with dates, full details of other experience and also the names, addresses and contact telephone numbers/e-mail addresses of two persons willing to provide confidential professional references, one of

whom should be your current employer. We are seeking a Bermudian, Spouse of a Bermudian or a Permanent Residency Holder to fill this post.

Executive Administrator for the Marketing and Development Office

Applications are invited from experienced office managers and administrators who demonstrate excellent organizational, customer service, communication and computer skills. Must be very proficient in all aspects of Microsoft Office. In addition, an interest and experience in community outreach projects, marketing and fundraising campaigns, knowledge of Raisers Edge and special event organization would be an asset.

Duties would include but not limited to:

- Database maintenance
- All Department correspondence
- Compilation of the School's Yearbook
- Report development
- Assist with organization of special events
- Work with students and faculty to market the school
- Develop Alumni Relations
- Must be willing to work occasional evenings and week-ends

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Applications should be sent to the Principals Personal Assistant, Mrs. D. Hassell, Warwick Academy, 117 Middle Road, Warwick PG 01. Fax: 236-9995 or e-mail: dhassell@warwickacad.bm

Closing date: Friday, February 24th, 2012