

ADVERT ID 259149

General

Mount Anville Sacred Heart Education Trust

Mount Anville Road Dublin 14 Goatstown D14A8P3
<http://www.montanvilletrust.ie/>

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Tue Jul 21 2026
Application Closing Date: Fri Aug 7 2026
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

Operations & Facilities Manager

Description:

Operations & Facilities Manager with Mount Anville Sacred Heart Education Trust [MASHET]

Mount Anville Montessori Junior School and Secondary School are located on the Schools' campus at Mount Anville Road, Dublin 14. The Schools are regarded as one of Ireland's leading girls' schools, with a proud history dating back to 1853. The Secondary School is a Catholic Voluntary School. The Montessori Junior School is a Catholic Private Junior School, both schools are under the patronage and trusteeship of the Mount Anville Sacred Heart Education Trust, continuing the rich educational tradition of the Society of the Sacred Heart.

Guided by the motto In Te Confido and the values of faith, respect, compassion and excellence, Mount Anville is committed to nurturing confident, capable and socially responsible young women who are prepared to make a positive contribution to society.

At the heart of Mount Anville is a vibrant and inclusive learning community where academic achievement, personal growth and student wellbeing are equally valued. The schools are renowned for their high standards of teaching and learning, strong pastoral care structures, and extensive opportunities across sport, the arts, leadership and service. Staff are passionate about creating an environment in which every student can flourish, while collaboration, innovation and professional excellence are encouraged and supported throughout the school community.

The Role

Reports to Chief Executive, MASHET

Is Located in Dublin 14

Term: Full Time

Its focus is to lead professional management of estates, facilities and operational services across Mount Anville schools under the Patron's remit, ensuring safe, compliant and well-maintained learning environments. The role will provide strong governance, planning and delivery of maintenance (of all campus grounds) and capital works; rigorous contractor and supplier management; and clear reporting to the Patron, Boards and Principals. The Operations & Facilities Manager will drive value-for-money, risk reduction and service continuity while supporting long-term estate strategy and sustainability priorities aligned to Mount Anville's ethos and statutory obligations. Manage the large team of full-time and part-time staff as well as contractors.

Key Accountabilities

1. Estates & Facilities Governance

- Develop and maintain a Patron-level estates and facilities governance framework (policies, delegated authorities, approvals, documentation standards) aligned to guidance and good practice.
- Define and implement a service level agreement between the Finance & Operations Unit and each school: roles and responsibilities, response times, escalation routes, and what is centralised vs local.
- Maintain an estates and facilities risk register (including health and safety, fire safety, statutory compliance and contractor risks) and provide a quarterly 'top risks and mitigations' view to the Boards of Management and Patron Board.
- Provide practical guidance and templates to Principals, school administrators and Boards on facilities governance, compliance evidence, incident reporting and contractor engagement.
- Contribute to long-term estate strategy: capacity planning, site optimisation options and phased investment roadmaps.
- Take personal responsibility for own professional development and keep up to date with evidence-based practice and research
- Attend and participate in relevant staff development programmes on an ongoing basis and sharing knowledge with other staff members
- Assist in the training of colleagues where required
- Attend all mandatory training days and ensure that all mandatory training is in date.

2. Planned Maintenance, Compliance & Assurance

- Create and maintain an asset register and planned preventative maintenance (PPM) programme across sites, including lifecycle replacement planning for key building systems and equipment.
- Oversee statutory compliance programmes (e.g., fire safety systems, emergency lighting, gas/electrical inspections, lift servicing, accessibility requirements and overall Health & Safety), ensuring evidence is current and audit-ready.
- Embed sustainability and energy-efficiency considerations into maintenance and capital plans; identify opportunities to reduce energy consumption and improve environmental performance.
- Coordinate emergency preparedness and business continuity planning for estates and operational incidents, including vendor call-out arrangements and critical spares planning where relevant.
- Support insurance risk management by maintaining accurate property/asset data and coordinating inspections, remedial actions and documentation with insurers/brokers as required.
- Logistics and resourcing teams in an efficient and cost-effective manner

3. Capital Works Programme & Project Delivery

- Develop and maintain a multi-year Capital Investment Programme Plan across schools, defining scope, phasing, priorities, cost profiles, timelines and dependencies.
- Establish and service a capital governance structure (e.g., Campus Steering Group) linking the Patron, Boards of Management and school leadership; ensure clear decision rights, approvals and reporting.
- Lead the end-to-end delivery of projects from feasibility through design, procurement, construction, legal, commissioning and handover, ensuring safety and minimal disruption to school operations.
- Manage external design teams, architects, engineers, quantity surveyors and contractors; monitor performance, quality, safety and adherence to programme milestones.
- Ensure project handovers include complete documentation (certificates, warranties, O&M manuals, commissioning records) and transition plans into the PPM programme.

4. Contract, Supplier & Procurement Management

- Lead tendering and contract management for estates and facilities services (e.g., maintenance, security, cleaning, waste, minor works), ensuring compliance with procurement rules and internal governance.
- Work closely with the Financial Controller to align budgets, cashflow forecasts, funding drawdowns and payment certification to contract terms and delegated authorities.
- Support the development of standard design templates/specifications for recurring works to improve consistency, compliance and cost control.
- Develop preferred supplier frameworks and standard specifications where beneficial to improve quality, resilience and value-for-money.
- Track supplier KPIs and implement corrective actions where service standards, compliance or customer experience fall below expectations.

5. People Leadership & Organisational Development

- Provide leadership, direction and support to direct reports and broader team including

housekeeping, traffic and parking management team, and estates team fostering clarity, accountability and strong management practice.

- Build a positive, high-performing management culture focused on teamwork, responsiveness, professionalism and stakeholder-centred service delivery.
- Work closely with the CEO on workforce planning, service redesign, management capability and organisational change initiatives.
- Support leaders in addressing operational performance issues, service inefficiencies and cross-functional challenges constructively and effectively.
- Promote staff engagement and visible leadership through regular communication, collaboration and participation in management forums.
- Help embed the new organisational structure and communication cascade during the implementation and stabilisation period.

6. Financial Control, Reporting & Performance

- Prepare and manage estates and capital budgets, including cost estimates, business cases and funding proposals for approval by the Patron and Boards.
- Monitor expenditure against budget and programme, certify payments where appropriate, and ensure transparent, auditable records are maintained.
- Produce regular reporting packs (progress, risks, spend, forecast, milestones and decisions required) for the Patron Board/Finance Committee and relevant school Boards.
- Develop and maintain a practical set of KPIs (e.g., compliance completion rate, reactive vs planned maintenance ratio, project variance, contractor performance, energy usage) and use these to drive continuous improvement.

7. Stakeholder Engagement & Communications

- Act as the primary liaison with Principals and Boards on estates and facilities matters, ensuring issues are prioritised, resolved and communicated clearly.
- Plan and coordinate communications relating to works (including staff/parent notifications where required) to protect safety, minimise disruption and maintain confidence.
- Build strong working relationships with school-based facilities staff/caretakers and external service providers to ensure a 'one team' approach to service delivery.

The Candidate

We are looking for candidates who have the following:

Qualifications Required:

- Relevant third-level qualification in facilities management, surveying, project management or a related discipline (or equivalent demonstrable experience).
- Recognised project management qualification (e.g., PRINCE2, PMP) is desirable.

Essential Experience Requirements:

- 5+ years' experience in estates/facilities management and/or capital project delivery, ideally across multi-site environments.
- Demonstrated experience of contractor and supplier management, including tendering, service specifications, SLAs and performance management.
- Proven track record of managing compliance programmes and maintaining audit-ready evidence (health and safety, fire safety, building services).
- Experience preparing budgets, controlling spend, and presenting clear management information and recommendations to senior stakeholders/Boards.
- Strong understanding of Irish regulatory requirements relevant to buildings and workplaces (e.g., fire safety, accessibility, building regulations) and familiarity with education procurement is an advantage.
- Experience in leading a broad and diverse team to meet the needs of the schools and the overall campus needs.

The Benefits:

- Salary between €70,000– €85,000 aligned to experience
- Bonus up to 10%
- Laptop/phone
- 25 days AL
- 8% Pension
- On-call allowance if required

The Team

We are passionate about creating an environment in which every student can flourish, while collaboration, innovation and professional excellence are encouraged and supported throughout the school community. We are a close-knit team, where you will experience our values are lived.

Applications to close on Friday the 7th of August. Any application submitted after this date will be rejected.

Mount Anville is an Equal Opportunities Employer.

APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: recruitment@adarehrm.ie
County: Dublin
Postal District: Dublin 14
Website: <http://www.mountanvilletrust.ie/>
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