



2 November 2023

PEPPS SCHOOLS SEEKS TO RECRUIT A CANDIDATE TO FILL THE FOLLOWING POSITION:

External  
**Estate Coordinator**  
Available from January 2024

Qualifications and competencies required:

- Previous experience in facilities management, preferably in an educational setting.
- Knowledge of building systems, maintenance practices, and safety regulations.
- Ability to work independently and collaboratively as part of a team.
- Flexibility to respond to emergencies and work occasional evenings or weekends.
- Leadership experience.
- Excellent administrative and computer skills is an advantage.
- Ability to maintain comprehensive project documentation, including project plans, schedules, and progress reports.
- A valid driver's licence – manual, PDP.
- Ability to oversee the effective functioning of all cleaning and ground teams across all campuses.
- An ability to work harmoniously with pupils, parents, staff and the whole school community.
- A willingness to work within the framework and expectations set by the PEPPS Trust.
- A dynamic, enthusiastic and innovative individual.
- An excellent command of the English language.
- Effective communication skills for reporting to stakeholders, clients, and team members.
- An ability to multi-task and work well under pressure.
- Must have mentoring skills and be able to inspire staff to perform at exceptional levels.
- A dedication to job completion. It is imperative that quality and professionalism are maintained throughout the execution of services prior to granting final approval.
- Excellent time management skills.

A Curriculum vitae and covering letter stating you are applying for the PEPPS Polokwane Estate Coordinator post must be emailed to Ms Tshepo Motene at [hr@pepps.co.za](mailto:hr@pepps.co.za) on or before **15 November 2023**.

PEPPS reserves the right to not make an appointment. An application in itself does not entitle the applicant to an interview.

**PEPPS IS AN EQUAL OPPORTUNITY EMPLOYER**

*Creating Tomorrow's Leaders*

*PEPPS develops independent, critical and creative thinkers through progressive, holistic education*