Facilities & Operations Manager (30-40 Hours Depending on Experience)

ABOUT US: Located in the heart of Boston’s Back Bay, Kingsley is a premier, independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers an education tailored to the talents, curiosity, and growth of each student. Our progressive, inquiry-based programs cultivate students’ social and academic development, and prepare them to advance successfully to top public and independent middle schools.

Key Responsibilities

- Facilities Planning & Oversight
  - Regularly review the maintenance needs of Kingsley’s facilities and plan strategically for short and long term renovations and repairs, working closely with the Associate Head of School / CFO/COO.
  - Establish a 5–10 year maintenance schedule for the Fairfield building.
  - Manage the use of all contractors, such as the: plumber, electrician, carpenter, landscaper, and pest control.
  - Manage the annual review process to renew our Certificate of Inspection with the City of Boston (emergency lighting systems, sprinklers, fire extinguishers and intercom system).
  - Oversee the quarterly review of the fire safety systems, including running the evacuation drills in both buildings.
  - Oversee the regular building inspections (Boston Fire Department, Health Inspector, Inspectional Services Department).

- Security & Safety
  - Serves as a key member of the Kingsley community to ensure that safety and security is maximized at all times.
  - Serve as a security presence during drop off and pick up times each day at both buildings.
  - Manages our ALICE emergency protocols and training across our campus.

- Routine Maintenance
  - This role will require the expert use of Schooldude—the digital database used to report and track maintenance items.
  - Be on call to provide proactive maintenance support for two buildings in the Back Bay.
  - Help oversee the general operations of the school, working with a variety of Kingsley staff members. Tasks will include: painting, assembling furniture, watering plants, arranging chairs for events, delivering boxes to classrooms, etc.
  - Oversee the cleaning company to make sure the daily trash and recycling is collected and put out for pickup.

- Custodial
  - Candidate is required to travel between both buildings, transport packages on a daily basis, and occasionally lift heavy items.
Help oversee the cleaning needs in both buildings, working with our cleaning company on a regular basis.
Be on call to support teachers and staff with typical school day messes as they arise.
Oversee parking logistics on campus.
Collaborate with staff to ensure timely and detailed event setup and breakdown.
Help coordinate snow removal, working with our snow removal contractor.

This is a public facing role that requires strong interpersonal skills balanced with a good sense of humor.
Strong verbal and written communication skills are essential.
This position will report to the Associate Head of School / CFO/COO.
Experience: 3-5 years of maintenance or equivalent experience.
Salary & Benefits: This position comes with a competitive salary level and a comprehensive range of benefits.

References: Three professional references will need to be provided.

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION BY EMAIL:
- A cover letter describing your interest, expertise, and availability
- A current resume

APPLICATIONS SHOULD BE SENT TO:
Karen Diamond
Assistant to the Head of School
working@kingsley.org

*electronic file names must be in the following format:
FirstName LastName CoverLetter Year
FirstName LastName Resume Year