



Property/Facilities Manager

Fixed-term, part-time leave cover

About Us

Lincoln High School is a large, successful co-educational secondary school located in the heart of Selwyn. We are proud of our strong community connections, commitment to student success and our values of being respectful, reliable, supportive and resilient.

Our campus is a significant community asset, supporting the learning, wellbeing and development of more than 1,400 students. We are seeking an experienced Property/Facilities Manager to help ensure our facilities remain safe, functional and fit for purpose.

About the Role

This is a varied and rewarding role responsible for leading the strategic and operational management of school property and facilities.

Working closely with the Principal, Property Committee, Ministry of Education and external contractors, you will oversee property maintenance, capital projects, contractor management, compliance requirements, security systems, cleaning contracts, fleet management, budgeting and health and safety matters relating to the school site.

You will lead the school's property team and play a key role in ensuring Lincoln High School provides a safe, attractive and well-maintained environment for students, staff and visitors.

Note that we are also advertising a People Safety and Administration Manager role – and the right candidate may be able to take on both roles as a full time – fixed term position.

About You

You will be an organised, proactive professional who is comfortable working with people, systems and operational detail. Ideally, you will bring:

- Experience in property, facilities, contract or operational management
- Strong project management and contractor management experience
- Knowledge of health and safety and compliance requirements
- Excellent organisational, communication and relationship management skills
- Experience managing budgets and reporting processes
- The ability to work independently while collaborating effectively with a wide range of stakeholders
- A practical, solutions-focused approach and a commitment to high standards
- Experience working in a school or public sector environment would be advantageous but is not essential

25 Boundary Rd
Lincoln
Canterbury
New Zealand

PO Box 69138
Lincoln 7640
Canterbury
New Zealand

P +64 3 325 2121
F +64 3 325 2509
E office@lincoln.school.nz
lincoln.school.nz

Position Details

Employment type	Fixed-term position covering a staff member on leave
Hours	Part-time position, working at least 20 hours per week (extra hours may be possible depending on negotiated project work)
Start date	Immediate start available
End date	18 December 2026
Remuneration	Salary will be paid at Grade 7 of the Support Staff in Schools Collective Agreement, with the exact rate dependent on skills and experience.

The Support Staff in Schools Collective Agreement can be viewed here: [Support Staff in Schools Collective Agreement](#)

Application Closes: Friday 21 August 2026 at 12 pm

Application Pack: This is available from the LHS website under 'Our School':
[Property/Facilities Manager Application Pack](#)

Applications: Please send your application (cover letter, CV and the LHS application form) to the Principal's PA, Tracy Roberts: trb@lincoln.school.nz