



Facilities Director

About Sant Bani School (SBS): SBS is a Preschool-8th Grade day school nestled in rural Sanbornton, New Hampshire, near the woods, lakes, and mountains our state has to offer. At SBS, we believe that we have something to learn from everyone, and we emphasize community engagement through service and experiential learning. Our mission is to provide a high-level, comprehensive educational experience while also recognizing the value of the spirit. We offer small class sizes, with a total school enrollment of around 140 students, and a dedicated adult community of about 30 collaborative, dynamic, and highly-qualified staff members. SBS fosters a supportive and collegial working environment in which staff are encouraged in their professional development goals and educational interests.

Position Description: Sant Bani School seeks an experienced, collaborative Facilities Director to lead the stewardship, safety, and operational excellence of the school's campus. Reporting to the Head of School, the Facilities Director oversees the maintenance, operation, and long-term planning of the school's buildings and grounds. This role requires a facilities leader who combines strategic thinking and planning with practical problem-solving and an ability to engage directly in day-to-day campus operations. The Facilities Director ensures that the physical environment supports teaching and learning at Sant Bani School while maintaining high standards of safety, sustainability, and operational efficiency. The ideal candidate will possess experience in building maintenance, building construction, electrical and plumbing work, and the ability to supervise and manage facilities staff. They must also have strong organizational, interpersonal, and communication skills, and possess a valid driver's license. This is a full-time position with general hours of 8:00 am - 4:30 pm Monday through Friday.

Responsibilities

- Coordinates day-to-day facilities tasks, including building maintenance, snow removal, grounds work, parking lots, roads, and pathways, sports fields, and woods.
- Coordinates outside contractors for repairs, inspections, landscaping, or building improvement
- Coordinates the purchase of goods related to buildings and grounds maintenance
- Collaborates with the Administrative Team, Director of Business and Operations, and the Director of Educational Programs regarding physical plant needs
- Manages and evaluates facilities personnel
- Coordinates school vehicle maintenance and inspections
- Coordinates parking for events
- Manages facilities planning and space allocation
- Ensures all utility systems are inspected in accordance with regulations
- Maintains a safe environment for all employees
- Manages water testing with State DES

- Oversees playground inspection for safety concerns
- Coordinates with the Ashram facilities manager about shared projects and equipment
- Maintains contact with Sanbornton DPW Director about the condition of town roads near school
- Coordinates analysis of the roads to school during weather or mud events
- Collaborates with the Head of School regarding school closings
- Is on call for alarm company
- Serves on the Safety Committee
- Helps Director of Finance & Operations coordinate safety drills

Sant Bani School actively seeks candidates who will contribute and are committed to a diverse school community and inclusive educational practices. Interested individuals should send a resume and letter of interest to Elizabeth Clayton (eclayton@santbani.org).