



THE CAMBRIDGE SCHOOL

Classical Education • Christian Worldview • Fully Integrated

Employment Opportunity

Job Title: Facilities/IT Manager
Job Type: Full-Time, 12-Month
Department: Operations
Reports to: Business Manager

The Cambridge School is a K-Prep through 12th grade classical Christian school located in beautiful San Diego, CA. Founded in 2006 for the purpose of providing a distinctly Christian education in the classical tradition, we are growing rapidly as we add a grade each year up to 12th. Cambridge is equipping its students to know, love, and practice that which is true, good, and beautiful and is preparing them to live purposefully and intelligently in service of God and neighbor. Get acquainted with us at www.cambridgeclassical.org.

Position Summary

We are seeking a multi-skilled individual who will take total ownership of the beautification, functionality and safety of our expanding campus and who enjoys a variety of tasks in a collaborative and active learning environment. This position includes oversight of basic IT functions, such as: troubleshooting; inventory, procurement and distribution of laptops and printers; management of the wireless thermostat system; setup and breakdown of sound/AV for daily school events and special events; conducting simple IT training for teachers; and proactively identifying and addressing needs; in conjunction with oversight of facilities management, including: supervision of a modular building installation; receiving and triaging facilities requests; proactively addressing school safety issues; managing facilities support staff and vendors; taking inventory of tables, belly bars, chairs, equipment and ordering more as needed; being a self-starter and anticipating various needs before and as they arise.

Qualifications Summary

The successful candidate must agree wholeheartedly with The Cambridge School Mission and Statement of Faith and enjoy working in a school environment, providing essential support for teachers and other staff. Qualified candidates will be approachable, responsible, proactive, servant-hearted, timely, an excellent communicator, reliable and detail-oriented; have fundamental “handyman” expertise; basic computer, audio-visual, and office technology skills; flexibility; effective time management; good judgment; and the ability to maintain confidentiality when appropriate. A background in construction and/or project management is a big plus. An Associate’s or Bachelor’s degree is preferred but not required.

If you meet these qualifications and are looking for fulfilling work in a God-honoring environment, please send a letter of interest and your résumé to careers@cambridgeclassical.org.