

Property Services Coordinator



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Permanent Full-time
Normal Hours:	37.5 hours per week
Classification:	Level 3 St John's Grammar School Inc, Enterprise Agreement
Area of Responsibility:	Operations
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Director of Operations
Special Conditions:	<p>Current driver's license is essential.</p> <p>A willingness to work a flexible spread of hours in accordance with operational demands (as negotiated with the Director of Operations).</p> <p>Under child protection measures instituted in schools, the position is subject to a satisfactory working with Children check and the provision of a signed statutory declaration.</p>

NOTE: The following statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is approximately 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

The Property Services Coordinator will maintain to an agreed standard, the School's buildings and other infrastructure and be responsible for overseeing the provision of a safe and attractive environment for the School Community. The Property Services Coordinator will be responsible for coordinating the outsource contract with Program Property Services required for the upkeep of the buildings and grounds, function and event logistics, and facilities use so that the School operates efficiently. He/she will ensure that the maintenance of the School's assets and the use of the School's facilities are in accordance with expectations and compliant with Workplace Health and Safety, Building Code and any other applicable legislation or regulation.

Learning to Soar

The Property Services Coordinator will also oversee all minor services agreements and will provide support to the Director of Operations in the planning and project delivery of all building programs and infrastructure projects.

Key areas of responsibility for the Property Services Coordinator will be:

- Fostering a Workplace Health and Safety culture
- Overseeing the planning and management of the Work Order Request Portal
- Allocation of Programmed Property Services resources
- Building presentation and maintenance works
- Preventative maintenance programs
- Supervision of building and ground programs, in keeping with industry standards, statutory regulations and School policies and procedures
- Supervision of contractors and suppliers, ensuring that resources allocated meet the requirements of the School calendar.
- Work within allocated financial resources and budgets

The requirements of this position may vary from time to time, in accordance with changing School requirements.

Freedom to Act/Autonomy

While formally reporting to the Director of Operations, the Property Services Coordinator will be required to consult widely with all staff and contractors.

Attributes

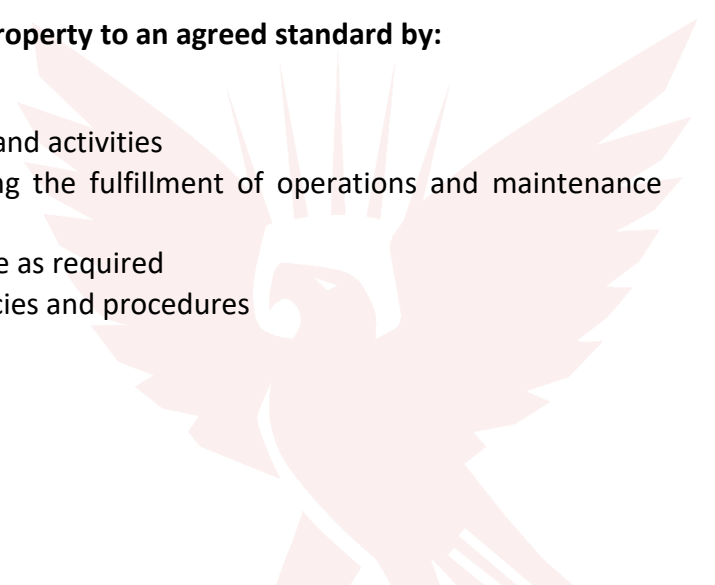
It will be expected that the incumbent, with their appearance, work practices and interaction with the School Community, be an example to and gain the respect of staff at all levels.

Demonstrated personnel and organisational abilities and a “hands on” approach to project management is essential.

Statement of Key Responsibilities

Specifically, the Property Services Coordinator is expected to:

Contribute to the maintenance of buildings and property to an agreed standard by:

- Overseeing the Work Order Request Portal
 - Coordinating building maintenance programs and activities
 - Day to day liaison with contractors, regarding the fulfillment of operations and maintenance activities
 - Coordinating relevant repairs and maintenance as required
 - Ensure adherence to all health and safety policies and procedures
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Contract Duties and Responsibilities

Act as the school liaison with maintenance, grounds, security and cleaning contractors to ensure effective use of resources for the maintenance and upkeep of all campuses. These tasks include, but are not limited to:

- Coordinating the day to day allocation of Programmed Property Services resources
- Ensure maintenance requested is completed within a reasonable amount of time
- Ensure high standard of appearance, presentation and performance of the School's environment, including buildings, grounds and landscaping
- Ensure compliance with work health and safety regulations including contractor induction
- Coordinate cleaning and follow up on any matters raised by Caretaker and staff.
- Monitor and review service and maintenance contracts on a regular basis.
- Assist the Director of Operations and contractors to achieve compliance with building regulations and work health and safety regulations

Maintenance and Facilities Duties

These include, but are not limited to:

- Coordinate the repair and/or replacement of locks, doors, furniture, light fittings, broken windows, leaking taps, pumps and plumbing, patching holes, touch up painting and other tasks that may arise and require attention.
- Removal or cleaning of waste, trade waste, or litter.
- Wash/clean buildings including internal and external walls and stairs as required, and check playground equipment.
- Coordinate and oversee cyclical preventative maintenance jobs as scheduled, including the checking of gutter and downpipes, ensuring they are clear and working effectively, roof cleaning, windows and painting/negotiate the scheduling of these maintenance activities.
- Follow all health and safety policies and procedures/report all known hazards to the Director of Operations
- Facilitate tasks as requested, including portorage (events and setups) and logistics (moving bins, furniture, etc).

Building Services

Provide support to the Director of Operations on School improvements such as building renovations and refurbishments, fencing, paving, etc.

Work Health and Safety

In the WHS compliance space, there is a requirement to take on an active role in ensuring a safe environment for staff, students, contractors and visitors. This includes

- Ensuring that appropriate safe work practices are implemented and adhered to by all contractors.
- Ensure the maintenance and presentation of St John's Grammar properties are appropriate, safe and of a high standard
- Oversee the induction and safety of external contractors.

Communication, Reporting and Documentation

- Maintain regular and appropriate communication with the Director of Operations and staff

- Ensure all maintenance schedules and WHS records are accurate and followed.
- Maintain service records, including statutory documentation, certificates etc. as required.

Other Duties

- In consultation with the Director of Operations, ensure the operation of the maintenance activities are within the financial constraints set by the budgets.
 - Ensure compliance with the School's Procurement policy and procedures.
 - Work flexibly in the pursuit of the School's mission.
 - Support with duties as required with WHS
 - Other duties as specified by the Principal and/or Director of Operations
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Person Specification

Personal Skills and Abilities

- Ability to work in a team environment and to be supportive of others in the work domain.
- Ability to be flexible and respond to current needs as they occur.
- Ability to exercise judgment and initiative to resolve issues encountered in the work domain.
- Ability to work calmly, efficiently and politely under pressure.
- Demonstrated organisational skills with the ability to work with limited supervision, meet deadlines and set priorities within broad guidelines.
- Ability to maintain confidentiality.
- To possess good communication skills, to be able to communicate effectively at appropriate levels within the School at all levels with students, staff and other customers affected by work within their control.
- Ability to self-regulate performance, to review personal performance and adjust appropriately.

Knowledge

- Experience working in a similar role and qualifications relevant to building and/or maintenance.
- Demonstrated management capability.
- General knowledge of building and WHS regulations.
- Knowledge of local council processes.
- Sound IT skills (Microsoft Office as well as database/facilities management system or similar).
- Current driver's license.

Desirable Characteristics

- Current senior first aid certificate.
 - Recognised management or supervision qualification.
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Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
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- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

May 2024

