



Property Services Officer

Position Description

Employment Type:	Permanent Full-time
Normal Hours:	7.5 hours day
Classification:	Level 1 Business, St John's Grammar School Inc, Enterprise Agreement 2023 or it's replacement
Area of Responsibility:	Property Services
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Property and Facilities Manager

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 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 Officer will provide support services to the property services and operations team as well as faculties within the school, such as Food Technology. This role will work in routine operational support tasks involving logistics, errands, and basic administrative duties to ensure the smooth day-to-day functioning of the school as a whole, including performing tasks across all three campuses (ELC, Junior School and Secondary School).

Working Relationships

In the first instance, the Property Services Officer, will report to the Property and Facilities Manager.

Position Responsibilities

The Property Services Officer has key areas of responsibility which include:

- Collection and delivery of office supplies and stationery, school lunches across campuses, laundry supplies, mail (internal and Australia Post)
- Portage and Set Up/Pack Down for school events
- Assisting the Property Services Coordinator and Programme team with general tasks
- Assisting with audits across the Property services team including classroom audits.
- Providing support for Faculties, including assisting with stock, stocktaking and stock rotation

Learning to Soar

- Support the Bus Driver team with bus driving as part of the bus relief team when required
 - Undertake other duties as required
-

Candidate Profile

Qualifications

Essential

- Current unrestricted “C” class Australian driver’s licence.

Desirable

- Current First Aid Certificate, WWCC and Responding to the Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

Experience

Desirable

- Experience in property services or warehouse support in a similar role.

Skills and Abilities

- Ability to develop positive working relationships with all stakeholders in the organisation.
- Demonstrated organisational ability and customer service orientation.
- Some experience and basic knowledge of a variety of software programs including Microsoft Office Suite (eg Outlook and Excel).
- A capacity to continually learn and develop new skills and share that knowledge within the organisation.
- Ability to be flexible and respond to current needs as they occur.
- Proven ability to work to a deadline.
- A high level of physical fitness is required for this role to perform lifting tasks associated with the collection, delivery and portage aspects of the role.

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, including COVID 19 related requirements.
- 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.
-

Ben Manifold

PRINCIPAL

St John's Grammar School

September 2025

