Property Services Team Leader

Position Description

Employment Type:	Permanent Full-time
Normal Hours:	37.5 hours per week
Classification:	Level 4 St John's Grammar School Inc, Enterprise Agreement
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. 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 people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Property Services Team Leader reports to the Property and Facilities Manager and is responsible for maintaining the School's buildings and infrastructure to an agreed standard, providing a safe and attractive environment for the School community. The Team Leader coordinates the Property Services team in the upkeep of buildings and grounds, function and event logistics, and facilities use, so that the School operates efficiently. This position will ensure that asset maintenance and facilities use meet expectations and comply with Workplace Health and Safety, the Building Code and all other applicable legislation and regulation.

Position Responsibilities:

The Property Services Team Leader will oversee all minor services agreements and will provide support to the Property and Facilities Manager in the planning and project delivery of all building programs and infrastructure projects.

Key areas of responsibility for the Property Services Team Leader will be:

- Management of the Work Order Request Portal
- Work order allocation to the team

- 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

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

- Manage the day-to-day tasks and priorities of the Property Services team
- Work closely with the Property and Facilities Manager 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

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:

- 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 staff.
- Monitor and review service and maintenance contracts on a regular basis.
- Work closely with the Property and Facilities Manager to ensure contractors achieve compliance with building regulations and work health and safety regulations

Maintenance and Facilities Duties

- Provide after-hours support to staff and external hirers, as well as be 'on call' for security monitoring on a rotational basis.
- 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.
- Facilitate tasks as requested, including porterage (events and setups) and logistics (moving bins, furniture, etc).

- Provide support to the Property and Facilities Manager on School improvements such as building renovations and refurbishments, fencing, paving, etc.
- Maintain regular and appropriate communication with the Property and Facilities Manager and staff
- Ensure all maintenance schedules and WHS records are accurate and followed.
- Maintain service records, including statutory documentation, certificates etc. as required.
- In consultation with the Property and Facilities Manager, 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.
- Other duties as specified by the Principal and/or Property and Facilities Manager
- The requirements of this position may vary from time to time, in accordance with changing School requirements.

Candidate Profile

Qualifications

Essential

- A tertiary qualification in a relevant discipline or extensive experience in a similar role.
- Recognised management or supervision qualification.
- 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

Essential

- 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 SA driver's license.

Desirable

- Building trade or similar

Skills and Abilities

- Demonstrated experience in leading a team.
- Ability to work with limited supervision, meet deadlines and set priorities within broad guidelines.
- Ability to self-regulate performance, review it regularly and adjust appropriately.
- Excellent verbal and written communication skills, with the ability to negotiate, influence and motivate individuals.
- Experience liaising across all levels of an organisation, including building relationships with a diverse client base and engaging effectively with internal and external stakeholders.
- Ability to maintain confidentiality.
- 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.
- Capacity to learn continually, develop new skills and share that knowledge within the organisation.

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.
- 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.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- 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.

Special Conditions

- A willingness to work a flexible spread of hours in accordance with operational demands (in negotiation with the Property and Facilities Manager).
- 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.

B Manifold
PRINCIPAL
St John's Grammar School
November 2026