



## Position Details

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| REPORT TO:            | Manager Corporate Services |
| FTE:                  | As negotiated              |
| CLASSIFICATION LEVEL: | Grade 3                    |

## Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Property Services Site Supervisor position is based at Sunrise Christian School and is accountable to the Property Services Team Leader.

## Position Overview

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| <b>Position Summary</b> | <p>The Property Services Site Supervisor is accountable to the Property Services Team Leader. The incumbent is responsible for the maintenance and upkeep of the relevant Sunrise Christian School/s as directed.</p> <p>The Property Services Site Supervisor has the following areas of responsibility:</p> <ul style="list-style-type: none"><li>• Ensuring the repair and maintenance of the school/s is completed as requested by the Property Services Team Leader or Principal/s.</li><li>• Supervising, directing, and overseeing external contractors.</li><li>• Coordinating with the Principal/s the repair and maintenance of facilities.</li><li>• Adhere to all compliance &amp; regulatory requirements</li></ul> |
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|                                          | <ul style="list-style-type: none"><li>• Ensuring premises are maintained in a clean and tidy manner including recycling and rubbish removal.</li><li>• Overseeing maintenance projects and relevant contractors as required.</li><li>• Ensuring all appropriate qualifications are completed and maintained to complete all tasks as required.</li></ul>                                            |
| <b>Reporting / Working Relationships</b> | <ul style="list-style-type: none"><li>• The Property Services Site Supervisor is accountable to and under the direction of the Property Services Team Leader.</li><li>• The Property Services Site Supervisor may also receive direction from the Principal/s or delegate.</li><li>• Property Services Site Supervisors should maintain and foster positive relationships with all staff.</li></ul> |
| <b>Special Conditions</b>                | <ul style="list-style-type: none"><li>• Some out of hours work may be required.</li><li>• Drivers licence required.</li></ul>                                                                                                                                                                                                                                                                       |

## Key Responsibilities

| KEY RESPONSIBILITIES          | RELATED TASKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Repair and Maintenance</b> | <p>The Property Services Site Supervisor will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"><li>• Maintain buildings, fixtures, fittings, furniture and equipment and grounds in a serviceable and useable condition and in accordance with WHS guidelines.</li><li>• Assist with the set up and pack down of furniture and equipment in relation to school functions and events as required.</li><li>• Develop and maintain a preventative maintenance program covering all aspects of facilities and maintenance.</li><li>• Ensure routine checks and compliance requirements are maintained on fire service equipment and all other equipment as identified are carried out in accordance with relevant legislation.</li></ul> |



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|                                                | <ul style="list-style-type: none"><li>• Utilise and maintain Upkeep job register and other systems management software as required.</li><li>• In liaison with the Property Services Team Leader and the local Office Manager, ensure emergency management plans are updated as required to include new site developments or legislative changes.</li><li>• Obtain quotes from and supervise all contractors regarding repairs that are unable to be carried out by the Property Services Team.</li><li>• Distribute deliveries to appropriate areas.</li><li>• In consultation with the WHS Committee, review and implement WHS practices &amp; procedures including the induction of site visitors.</li><li>• All other duties as requested.</li></ul> |
| <b>WHS Committee and Inspections</b>           | <p>The Property Services Site Supervisor will:</p> <ul style="list-style-type: none"><li>• Participate as a member of a local School WHS Committee.</li><li>• Carry out regular inspections with Principals, Property Services staff and WHS Site representatives.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Maintaining Clean &amp; Tidy Facilities</b> | <p>The Property Services Site Supervisor will ensure:</p> <ul style="list-style-type: none"><li>• The school is kept clean and tidy.</li><li>• Bins are emptied and rubbish put out for collection.</li><li>• The clean-up of spills and graffiti.</li><li>• The safe use of cleaning products.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Oversee Minor Projects and Contractors</b>  | <p>The Property Services Site Supervisor will be responsible to:</p> <ul style="list-style-type: none"><li>• Oversee contracts and contractors to ensure contracted work is completed to a satisfactory level and within stated timeframes.</li><li>• Ensure contractor compliance in line with Sunrise Christian School policies and procedures.</li><li>• Order goods and services required in accordance with the School's purchasing policies and procedures.</li></ul>                                                                                                                                                                                                                                                                             |

## Person Specification



## Essential Minimum Requirements

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| <b>Qualifications</b>         | <ul style="list-style-type: none"><li>• Maintain a current White Card (Construction Induction) certificate.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Compliance</b>             | <p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• Sexual Harassment Awareness Training.</li><li>• Protective Practices Training.</li><li>• Current First Aid and CPR certificates.</li><li>• Maintain a current and valid driver's licence.</li></ul> |
| <b>Experience</b>             | <ul style="list-style-type: none"><li>• Proven experience in a relevant field and role.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Knowledge</b>              | <ul style="list-style-type: none"><li>• Knowledge of building or maintenance matters.</li><li>• Knowledge of applicable WHS regulations.</li><li>• A knowledge of horticultural and landscaping principles.</li></ul>                                                                                                                                                                                                                                                                                                                                                      |
| <b>Skills &amp; Abilities</b> | <ul style="list-style-type: none"><li>• Wide range of maintenance or trade skills to perform a variety of tasks.</li><li>• The ability to manage projects of varying complexities.</li><li>• Excellent interpersonal and communication skills to successfully engage a range of stakeholders.</li><li>• The ability to work as part of a wider team in a manner that fosters the support and co-operation of team members.</li><li>• The ability to complete variable workloads to a high standard and to imposed deadlines.</li></ul>                                     |



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|                            | <ul style="list-style-type: none"><li>• Ability to work autonomously once tasks are delegated.</li><li>• Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.</li><li>• The ability to work with all levels of staff and management.</li><li>• The ability to utilise technology/systems for both communication and maintenance responsibilities.</li><li>• Willing and eager to grow through professional learning opportunities as provided to actively develop new skills and enhance existing skills.</li></ul>                                                                                                |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul> |

## Desirable Characteristics

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| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• An appropriate trade qualification will be highly regarded.</li></ul>                                                                        |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Previous experience in a similar maintenance coordination role of a school or a not-for-profit organisation would be an advantage.</li></ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"><li>• Knowledge of the operation of an Educational Facility.</li></ul>                                                                             |



The requirements of this job and person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Manager Corporate Services

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_