



**SUNRISE**  
Christian School

Head Office  
Level 2  
305 Goodwood Road  
Kings Park, SA, 5034  
08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

**JOB AND PERSON SPECIFICATION**  
**PROPERTY SERVICES OFFICER**

**SUNRISE CHRISTIAN SCHOOL**

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

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 Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by an Executive Director, reporting to the CEO, who is assisted by a Director at each location.

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Sunrise Christian School  
Fullarton  
95 Wattle Street  
Fullarton, SA 5063  
08 8465 6001

Sunrise Christian School  
Paradise  
4 Crowle Road  
Paradise, SA 5075  
08 8465 6002

Sunrise Christian School  
Morphett Vale  
70-74 Pimpala Road  
Morphett Vale, SA 5162  
08 8465 6003

Sunrise Christian School  
Marion  
286 Sturt Road  
Marion, SA 5043  
08 8465 6004

Sunrise Christian School  
Naracoorte  
72 Old Caves Road  
Naracoorte, SA 5271  
08 8465 6005

Sunrise Christian School  
Whyalla  
2 Sunrise Lane  
Whyalla, SA 5608  
08 8465 6006



## JOB SPECIFICATION

### OVERVIEW

The Property Services Officer is accountable to the Property Services Team Leader and responsible for the maintenance of the relevant Sunrise Christian School/s as directed by the Property Services Team Leader. The Property Services Officer has the following areas of responsibility:

- Ensuring the repair and maintenance of the school/s is completed as requested by the Property Services Team Leader
- Ensuring premises are maintained in a clean and tidy manner including recycling and rubbish removal
- Overseeing minor maintenance projects and relevant contractors
- Ensuring all appropriate qualifications to complete all jobs are maintained.

Some out-of-hours work may be required. A current driver's licence is required.

## KEY RESPONSIBILITIES

### REPAIR & MAINTENANCE

- Maintain buildings, fixtures, fittings, furniture, equipment, and grounds in a serviceable and useable condition and in accordance with WHS guidelines as requested by the Property Services Team Leader
- Maintain a preventative maintenance program covering all aspects of facilities and maintenance as approved by the Property Services Team Leader
- Ensure routine checks on fire service equipment are carried out in accordance with relevant legislation and as required by the Property Services Team Leader
- Regularly submit updated emergency management plans to include new site developments to the Property Services Team Leader
- Obtain quotes from contractors regarding repairs that are unable to be carried out by the Property Services Officer due to the nature of the work and submit to the Property Services Team Leader for approval
- Review and implement WHS practices & procedures
- Distribute deliveries to appropriate areas
- All other duties as requested

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**MAINTAINING CLEAN AND TIDY FACILITIES**

- Ensure the school is kept clean and tidy
- Ensure bins are emptied and rubbish put out for collection
- Clean-up of spills and graffiti
- Order cleaning supplies as requested by the Property Services Team Leader

**OVERSEE MINOR PROJECTS AND CONTRACTORS**

- Oversee contracts and contractors to ensure contracted work is completed to a satisfactory level and within stated timeframes as requested by the Property Services Team Leader
- Order goods and services required in accordance with the School’s purchasing policies and procedures
- Some out of hours work may be required
- Current drivers licence required

The position will be reviewed as the role changes and will be appraised on a regular basis.

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**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Manager Corporate Services signature**

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant’s signature**





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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### SKILLS / ABILITIES

- Wide range of maintenance or trade skills to perform a variety of tasks
- The ability to manage projects of varying complexities
- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.
- The ability to complete variable workloads to a high standard and to imposed deadlines.
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
- The ability to work with all levels of staff and management.

#### PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.
- A mature faith and active involvement in a local church.
- A proven lifestyle founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS.
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community

#### EXPERIENCE

- Proven experience in a maintenance role

#### KNOWLEDGE

- Knowledge of building or maintenance matters
- Knowledge of applicable WHS regulations
- A knowledge of horticultural and landscaping principles

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## **DESIRABLE CHARACTERISTICS**

### **QUALIFICATIONS**

- An appropriate trade qualification will be highly regarded.

### **EXPERIENCE**

- Previous experience in a similar maintenance coordination role of a school or a not-for-profit organisation would be an advantage.

### **KNOWLEDGE**

- Knowledge of the operation of a Primary Educational Facility.

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