



SUNRISE
Christian School

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

JOB AND PERSON SPECIFICATION

PROPERTY SERVICES TEAM LEADER

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.

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



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JOB SPECIFICATION

OVERVIEW

The Sunrise Christian School Property Services Team Leader is responsible for coordinating the maintenance of all Sunrise Christian School sites and for supervising the Property Services Team as required. The Property Services Team Leader has the following areas of responsibility:

- Supervision of all Sunrise Property Services team members
- Coordination of the repair and maintenance of all Sunrise facilities
- Development and coordination of a preventative maintenance program
- Establishment and maintenance of a maintenance and compliance register
- Representation and participation on the School WHS Committee
- Ensuring all Sunrise premises are maintained in a clean and tidy manner including recycling and rubbish removal
- Overseeing minor projects and relevant contractors
- Ensuring all employees have appropriate qualifications to complete all jobs as required

KEY RESPONSIBILITIES

REPAIR & MAINTENANCE

- Maintain buildings, fixtures, fittings, furniture and equipment and grounds in a serviceable and useable condition and in accordance with WHS guidelines.
- Develop & maintain a preventative maintenance program covering all aspects of facilities and maintenance.
- Ensure routine checks on all compliance maintenance including fire service equipment are carried out in accordance with relevant legislation.
- Maintain an up-to-date register of all completed maintenance and compliance completed.
- Obtain quotes from and supervise all contractors regarding repairs that are unable to be carried out by the Property Services Team
- Review and implement WHS practices & procedures including the induction of site visitors
- All other duties as requested

WHS COMMITTEE AND INSPECTIONS

- Carry out regular inspections with Principals, Property Maintenance staff and WHS Site representatives.
- Participate as a member of the School WHS Committee.

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- Maintain a register of Property Services Team WHS Training

MAINTAINING CLEAN AND TIDY FACILITIES

- Ensure the schools are kept clean and tidy
- Ensure bins are emptied and rubbish put out for collection
- Clean up of spills and graffiti
- Ordering of cleaning supplies

OVERSEE MINOR PROJECTS AND CONTRACTORS

- Oversee contracts and contractors to ensure contracted work is completed to a satisfactory level and within stated timeframes
- Order goods and services required in accordance with the School’s purchasing policies and procedures
- Some out of hours work may be 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 people management skills
- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to work as a leader 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.
- Strong communication skills
- The ability to utilise technology/systems for both communication and maintenance responsibilities

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 supervisory role

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KNOWLEDGE

- Knowledge of building or maintenance matters
- Knowledge of applicable WH & S regulations
- A knowledge of horticultural and landscaping principles

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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