



Job Description: Property Supervisor

Scope	To maintain the College grounds, buildings, facilities and staff housing to a safe and high standard in order to present the College as a warm, welcoming environment, which shows that students and staff care for their school. To maintain and operate the College security system, maintaining safe and secure premises. To operate a College bus, transporting students to and from the College, and manage the care and maintenance of all College buses/vehicles.
Accountability	Principal
Relates to	Principal, Classroom Primary/Secondary Teachers, Administration/Support Staff
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• To act always in a manner consistent with the College Ethos.• To foster team-work within the office.• To prioritise and effectively manage workload• To communicate effectively with parents, students, and staff• To communicate well in both written and oral form• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Maintain confidentiality
Skills & Qualifications	<p>The following skills and qualifications are recommended:</p> <ul style="list-style-type: none">• Cert III or IV in Carpentry / Builder (or equivalent Trade skills) – general understanding of carpentry skills required in relation to building maintenance.• Maintenance Equipment - Lawn mower, Whipper Snipper, General Garden & Ball Court Floor cleaning equipment – knowledge and general understanding of use of this equipment including maintenance and care.• Work Health & Safety (WH&S) knowledge, awareness and previous experience.• Computer literacy skills – Microsoft Office packages ie Outlook, Internet, Word, Excel (beginner level required)• Bus License (Light Rigid License) – Coaster Vehicle• Positive Blue Card (Working with Children Check – Queensland Government)• Current First Aid Certificate and CPR qualifications (these can be accessed through the College)

Responsibilities

Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are responsible. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Description will be reviewed annually.

General School Personnel Responsibilities:

- To understand scope of role in relation to Pastoral Care Policy and Procedures, together with an understanding of the Child Protection Policy and other general College policies.
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004. Maintain a current positive Blue Card, as a school employee.
- Work during school holidays, as directed by the Principal.
- Any other things as required from time to time, and as needed. Assistance at some 'out of hours' events will be required from time to time.

Grounds Work and Maintenance:

- Maintain all gardens, lawns and playing fields at the main campus and at the Sporting Grounds. These areas are to be kept at a high standard of presentation at all times.
- Mow all lawn areas and trim all edges and boundaries along fence lines.
- Ensure all pathways, lawns and playing fields are clean and well presented each morning.
- Develop new areas for gardens, etc as required.
- Maintaining the gardens, shrubs etc in good condition using fertiliser and water regularly and as appropriate.
- Maintain irrigation systems. Implement new irrigation systems as required.
- Keep the grounds free from rubbish, building materials etc.
- Assist with the set up and clean up of School events ie tents and equipment for sporting carnivals, tables and chairs for school and community events, staff events, etc.

Building, Security Maintenance and WH&S Standards:

- Maintain multi-purpose Courts – cleaning main court floor as required and toilets daily.
- Maintain security for all buildings – ensure alarm systems are operating effectively at all times.
- Basic maintenance of all College buildings and facilities are kept up-to-date and at a high standard of presentation.
- Small building projects – manage and complete all small building projects as required. These projects will include any minor carpentry works.
- Ensure signage at the College is maintained and updated as needed.
- Work Health & Safety Standards and Checklist items are regularly checked and monitored. This process involves ensuring all items are kept up-to-date, in safe working order and regularly monitored.
- Ensure all Work Health & Safety inspections are up-to-date and any issues rectified. Work through WH&S Checklist on a regular basis.
- External WH&S Inspection to be organized for the College every 2-3 years.

- Anything that would cause a Work Health and Safety risk must be reported to the Principal as a matter of urgency.
- Ensure testing and tagging of all electrical equipment is regularly checked and current.
- Fire Equipment – ensure all fire equipment in the College is regularly serviced and checked and updated in new buildings when required.
- Fire Evacuation Maps – ensure these are displayed and updated as required in each building.
- Emergency Procedures and Drills – ensure fire and lock down drills are implemented each term for the College. Once the drill occurs ensure all notes and recommendation of changes required are forwarded to the Principal for his approval.
- Ensure First Aid supplies are updated regularly and storage is appropriate.
- Ensure that school play equipment is kept in good repair, and logs surrounding equipment remain splinter free.
- Keep all tools/equipment and poisons stored in the correct manner, labelled appropriately and machinery should be well maintained.

Bus Driver:

- Transport children to and from the College within the time frame specified.
- To be attentive that safety of the children is paramount at all times.
- Maintain strict adherence to road rules and regulations.
- To maintain a good understanding of the responsibilities, care and attitude of safety which is required when transporting students to their destination.
- Behavioural problems and difficulties with students should be reported immediately to the Principal.
- Road accidents, damage to bus to be reported immediately to the Principal.
- Uniform: The college will provide a uniform to all regular drivers. This is to be worn correctly when performing driving duties. Shorts to be at least mid-thigh in length and does to be closed in.
- Maintenance of Bus
 - Ensure high presentation of the bus at all times.
 - External areas of the bus to be cleaned once per week or more if required.
 - Windows to be cleaned inside and out once per week or more if required.
 - Bus floor to be mopped / scrubbed once per week or more if required.
 - Bus seats to be wiped down once per week or more if required.
 - Ripped / torn seats to be reported to the Principal.
 - Bus dashboard and other internal surfaces and areas to be wiped down once per week
 - Cleaning equipment and detergents are supplied by the College. These items are to be labelled clearly and kept in a secured locked area.
- Service of all buses of the College.
 - Organise the services for all College buses and vehicles when required. Ensure these are on a rotational system, so all vehicles are not 'off road' at the same time.
 - Organise replacement of tyres for all College buses / vehicles as required
 - Maintain a spreadsheet / list of when all services are due.

Purchases

Any requests for purchases must be submitted to the Principal and signatures of approval are required. Capital items requested must be submitted to the Principal at least 2 weeks prior to being required and these may require Board approval if they are not currently in the Budget.

<i>Review</i>	Annually
<i>Annual Leave</i>	Four (4) weeks per year
<i>Hours and Salary</i>	Hours of employment will be: Monday to Friday – 38 hours/week as directed by Principal. Annual salary of \$65,000.00