



ST GEORGE CHRISTIAN SCHOOL

JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Co-educational School with a reputation for strong academic outcomes, intentional pastoral care and a disciplined and warm environment. Our devoted staff strive to make a positive difference in the life of their students.

SGCS is based across two campuses in the St George region of Sydney. Our size (dual stream from K-6 and triple stream from 7-12) positions us well to know each student and enables the provision of a breadth of subject choices and co-curricular activities. Both campuses enjoy modern recently constructed building and facilities.

SGCS is a dynamic learning community encouraging the development of students' personal character and gifts, whilst experiencing joy in learning and excellence in teaching in a supportive K-12 co-educational Christian environment.

Property and Facilities Manager

Permanent Full Time

SGCS requires all staff members to meet the school's requirements of being a committed, evangelical Christian who regularly attends a church and is in full agreement with the [SGCS Statement of Faith](#).

Reports to: Business Manager

Purpose of the Position:

The key role of the Property and Facilities Manager is to oversee property and maintenance services across the School including the effective management and supervision of the Property Team to ensure the School is consistently well serviced, maintained, presented and compliant with legislative requirements.

The Property and Facilities Manager will establish a strong rapport with the Executive Leadership Team of the School and other stakeholders of the community and offer a service which is exemplary, reliable and in line with school values and operational principles.

The successful applicant for this position will be a self-motivated, relational, well organised and willing to enthusiastically support the School's Christian mission.

Direct Reports: Maintenance Manager & Maintenance Officers

Duties and Responsibilities:

Property Department

- Oversee processes and construction of small facilities projects
- Provide oversight in the following areas of the property department of the School:
 - Compliance with all state and federal government legislation
 - Compliance with relevant School policies
 - Ensure all physical property meets Health & Safety regulations and coordinating remedial work to ensure compliance
 - Ensure that Property Department Health & Safety policies and procedures are up to date and being followed, and an updated record of safety measures is readily

available.

- Manage contracts including obtaining quotes on all contracts (mandatory compliance and other) and provide recommendations to the Business Manager
- Ensure that the Property Department is adequately resourced, functioning effectively and meeting its goals and targets

Staff

- Develop an annual budget for regular and preventative maintenance in consultation with Maintenance Manager.
- Be the first point of contact for the Maintenance Manager in regard to:
 - HR/Leave
 - Workflow & Coordination
 - Participation in team meetings, as required

Experience & Skills:

- Ability to coordinate and instruct trade and professional contractors.
- Understanding of Local Council processes and procedures.
- Ability to work effectively within a team environment and also autonomously.
- Demonstrated ability and experience with team leadership / management.
- Ability to problem solve and liaise with stakeholders.

Education & Qualifications:

- Trade or Professional qualifications in a relevant field (is desirable)
- Current Workplace Health & Safety legislation training or willingness to undergo training
- Current NSW Drivers Licence
- Working With Children Check Clearance or willingness to obtain a WWCC

Conditions:

Salary and related conditions are in accordance with the NSW Christian Schools General Staff Multi Enterprise Agreement 2020-2023. Based on qualifications and experience, the annual salary will be negotiated with the successful applicant. The remuneration package will include laptop, phone and car.

Application Process:

Forward your application including:

- Cover Letter
- SGCS General Staff Application form available on our website
- Resume
- References

to employment@sgcs.com.au by 4:00pm on Friday 31 May 2024.

St George Christian School's mission is to develop each person's character and gifts, for serving God and his people by promoting joy in learning, excellence in teaching and personal Christian faith and growth towards maturity. The School is committed to ensuring the safety, welfare and wellbeing of all children at the School and is dedicated to protecting them from abuse and harm.

