



ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

DETAILS	
Title of Role:	Property and Bus Coordinator
Classification:	Lutheran Schools Officer Grade 4 Year 1
Tenure:	Permanent Full time
Reports To:	Business Manager
Commencement Date:	ASAP

SUMMARY

Maitland Lutheran School is a growing co-educational Foundation – Year 12 School with an enrolment of over 400 Students.

The Property and Bus Coordinator is an integral part of the School's operations and is accountable to the Business Manager.

The Property and Bus Coordinator is required to deal with a diverse range of operations, facility, property and maintenance matters. They will be responsible for the operational coordination of bus fleet services, bus and grounds staff and external property contractors.

The Property and Bus Coordinator is to provide a safe and attractive working environment for staff and students and ensure compliance with relevant Work Health and Safety regulations.

SPECIAL CONDITIONS

Maitland Lutheran School staff are employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Maitland Lutheran School's specific responsibilities for a Property and Bus Coordinator include the following (grouped into the key result areas (KRA's) and major areas of responsibility and activity):

- **Buildings and Grounds**
- **Bus Operations**
- **Management assistance**
- **Work Health and Safety**
- **Security**
- **Expectations**

The responsibilities of the Lutheran School Officer in each KRA include:

BUILDINGS AND GROUNDS

- Maintain the School facilities and utility services in an efficient and effective manner and in accordance with WH& S guidelines.
- When requested, assist in arranging installation, repair and/or replacement of items in buildings, fixtures, fittings, furniture and equipment.
- Manage the repairs, maintenance and safe storage of all equipment utilised by your teams in the performance of their duties.
- Detect and report any safety-related issues, faulty or improperly operating equipment or unusual conditions to the Business Manager.
- Oversee and adjust as required, a preventative maintenance program covering all aspects of property and maintenance.
- Perform planned, reactive and emergency repairs and maintenance on buildings, facilities and equipment when required and within scope of skills.
- Ensure regulatory requirements with buildings, facilities, plant and equipment are complied with and acted upon.
- Actively work within budgets set by Business Manager.
- Provide support with practical arrangements for functions, excursions and other School events and activities including furniture set up, sports day marking.
- Assist with the maintaining of the School grounds and external areas by performing general maintenance tasks including lawns, gardens and paths.
- Effectively prioritise jobs according to the School's needs.
- Assist in movement and delivery of goods, equipment and furniture as required around the School.
- Schedule work to avoid disruption of classes.
- Assist various trades/external contractors when required.
- Rubbish clearing.
- Prepare and maintain play and grassed areas including irrigation.
- Plant and maintain trees, shrubs and gardens and oversee work carried out by staff.
- Establish and maintain pedestrian ways, service roads and other traffic areas around the school.
- Ensure sand pit and soft fall areas are well maintained.
- Aid other team members if or when required.
- Ensure a safe and attractive school environment.
- Attend to cyclical cleaning of heating/cooling equipment.
- Ensure the physical assets of the School are maintained in a safe and excellent condition.

BUS OPERATIONS

- Support the School's bus operations including but not limited to, coordinating cleaning, maintenance and repairs.
- Organisation of bus transport for extra curricular activities.
- Coordinate replacement bus drivers as required.
- Bus driving if no other viable option.
- Operate within the guidelines of practical budgeting or a specified budget.
- Assist the Business Manager with planning bus routes.

MANAGEMENT ASSISTANCE

- Provide supervision of and direct tasks to the groundsman and bus staff.
- Oversee contractor activities.
- Maintain regular and open communication with the Business Manager.
- Oversee outdoor vacuuming and concrete surfaces presentation.
- Ensure the school presentation of buildings, grounds and bus fleet are kept in excellent working order and have a neat attractive presentation.
- Contribute to the review of policies and procedures.

WORK HEALTH AND SAFETY

- Provide a safe working environment for all staff.
- Ensure safe working standards are maintained.
- Participate in ongoing WH&S development and learning.
- Assist with updating maintenance department and bus policies and procedures.
- Assist with providing a safe environment for the students and staff.
- Ensure all WH&S procedures are followed.
- Ensure all equipment is always maintained and securely stored.

SECURITY

- Available for afterhours contact for security call outs (on a rostered basis).
- Tag all items with identification codes and maintain details for inclusion in asset register.

EXPECTATIONS

- Contribute positively to the overall ethos of the School.
- Build on own strengths and areas of expertise through training and professional development.
- Be committed to undertaking out of hours' activities if required.
- Models the Christian ethos and values of the School.
- Participate and cooperate with all staff in a team situation.
- Demonstrate sound organisation, administration and record keeping skills.
- Attend and participate in relevant meetings as required.

- To share ideas and to be tolerant and supportive of other views and ideas.
- That all duties are carried out to the satisfaction of the Business Manager and Principal.
- That initiative and motivation are displayed.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- In case of any emergency undertake duties as per the emergency and evacuation procedures.
- Adhere to the School's expectations regarding personal and professional presentation and dress.
- All employees recognise and accept that they may be required from time to time to undertake duties that are outside their normal role description but within their skills, competency and capability.
- Comply with relevant legislation, policies and procedures, applicable to the roles, specifically but not limited to:
 - WHS and Risk Management Policy
 - Child Safe Adult Code of Conduct
 - Staff and Student Professional Boundaries
 - ICT Policy
 - Confidentiality and Privacy Policy
- Any other duties as directed by the Business Manager or Principal

EDUCATIONAL/ VOCATIONAL QUALIFICATIONS

The Lutheran School Officer will hold or be required to successfully complete:

- Experience in or tertiary qualifications in Facilities management or a related field – not essential but highly regarded.
- Trade qualification is not essential but desirable.
- Working knowledge of general building, maintenance and grounds services.
- Experience with managing staff.
- Understanding of the Workplace Health and Safety Environmental legislative requirements.
- Current driver's license.
- A Bus Driver accreditation is preferred or willingness to obtain one.
- A MR Drivers License is preferred or willingness to obtain one.
- A current working with children check (WWCC).
- Hold a current National Police Check.
- Evidence of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Hold a current Certificate in First Aid "Provide First Aid in an education and care setting" (HLTAID012).
- Valuing Safe Communities training with LESNW or willingness to complete upon appointment.
- 100-point Identity Check.

PERSONAL SKILLS, ABILITIES AND APTITUDE

The skills, abilities and aptitude of the Officer will encompass the following;

Skills

- Excellent communication and interpersonal skills and demonstrated capacity to work well in a team environment, take direction, work toward agreed goals, communicate effectively with fellow staff and students and form positive relationships in the workplace.
- IT, numeracy and literacy skills at a competent level.
- Demonstrate sound administration and record keeping skills.
- Strong time management and organisation skills, works well under pressure and be able to respond rapidly to change.
- Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction.
- Ability to work in a team environment and autonomously.
- Demonstrate the ability to carry out safe working practices and have a demonstrated knowledge of WH&S procedures and practices.
- Be physically fit as some heavy lifting is involved.

Abilities

- Work cohesively in a team environment as well as working autonomously where required.
- Take an objective approach to challenges and effectively use initiative.
- To use diplomacy, discretion and tact as required in a professional work environment.
- To operate with the strictest confidence.
- Provide positive, enthusiastic support to staff, students and parents.
- Relate well to adults and children.

Aptitude

- A personal commitment to the Schools vision, mission and values underpinning the delivery of a Christian based education.
- Be committed to providing exceptional levels of service.
- Have a natural affinity with people and developing successful relationships.
- Friendly disposition and helpful nature.
- Seek information and advice as necessary.

EXPERIENCE

- Experience in direct supervision of a small team.
- Experience with asset management plans and/or facilities maintenance schedules.

WORKING RELATIONSHIPS

The Property & Bus Coordinator will report to the Business Manager. They will directly supervise the grounds and bus teams.

CLASSIFICATION LEVEL

The position of Property and Bus Coordinator carries a classification level of Grade 4, Year 1. (Refer to the guidelines and matrix in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this grade level)

PERFORMANCE STANDARDS AND REVIEW

Ongoing review of performance will be conducted by the Business Manager. Performance will be monitored through means consistent with the performance measures identified within this document and/or other measures considered by the School as relevant to the position.

A review is undertaken to determine capacity to meet the demands of the role; where additional skill training is required and what level of job satisfaction is being obtained. Feedback will be given in discussions, informally and formally with the Business Manager.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

APPLICATION PROCESS

Written applications including a Covering Letter and Resume, including contact details of two referees should be received by **24th March 2023**. Applications addressed to Drew Ellis, Business Manager may be forwarded electronically to the Administration Officer carolyn.field@mls.sa.edu.au