

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. Reg. No. A5753

Position Description –Property Team Member

Title Property Team Member

Appointed by The Executive Principal

Responsible to Property Manager

RESPONSIBILITIES AND DUTIES

Overview

The Property Team Member is responsible for property improvement and maintenance functions at the relevant campus. Responsibilities include implementing campus improvement/maintenance processes ensuring efficiency and safety in all tasks completed. The role is responsible to and works with the Property Manager and other Property Team members. The role requires flexibility to work with other team members and at times teachers/staff in a variety of circumstances across all the campuses.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School and Association activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Support the ethos that the Association requires in its schools.
 - Are aware of your membership in the Christian community and respect and support the directions of the Association through the leadership of the Board and the Principal.
 - Participate in Performance Management processes to ensure that you continue to develop your skills.

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- Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of the School, the Association and its ethos.
- Modelling the use of appropriate and proper channels of communication.

Specific Duties

Grounds and Property Improvement/Maintenance

- Attend to daily improvement/maintenance related tasks required to be undertaken in order to properly improve/maintain the campus buildings, facilities and grounds to ensure a safe and presentable environment.
- Responsibility for using vehicles, plant, mowers and equipment required to undertake daily routine tasks in a safe manner. The member must be skilled, trained and sign off on the use of the equipment.
- Work with skilled tradespersons at times to service and maintain facilities and equipment as required.
- Work with the Property team to ensure the facilities and grounds of the school are physically safe so as to minimise the possibility of accident; identifying problem areas having regard to occupational health and safety requirements and other legislative requirements.
- At times undertaking or arranging for the servicing of equipment.
- Part of the team implementing and maintaining preventative maintenance scheduling of property and equipment.
- Part of the team maintaining records of essential services and occupational health tests and checks.
- Working together with other team members on general maintenance tasks such as repairs, gardening, cleaning of buildings and facilities and other tasks as required.

Use of Machinery and Equipment

- Each team member must be skilled and have appropriate knowledge in using machinery and equipment.
- Further to having the skills, each year the team member must complete equipment safety procedures sign off for each piece of machinery and equipment used. If the sign off is not in place, the piece of machinery or equipment cannot be used by the team member.

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- Ongoing training and updating of skills and any licenses required must be completed, with the cost covered by the employer.

Contractors

- Ensure contractor compliance with SWMS and safety requirements and that work is undertaken in a safe manner.
- Be available to provide support to contractors when required.

Property Security

- Ensure security policies and procedures are followed.
- Ensuring that appropriate daily locking and unlocking of doors, gates and locker areas is maintained and other caretaking duties carried out including attending to security at functions occasionally outside of normal hours.
- Attending to security call outs as may be required according to School procedures.

Safety

- Assist in undertaking hazard assessments to identify and reduce hazards such as trips and slips hazards, campus traffic hazards etc.
- Ensure that work is conducted in a safe manner and in accordance with SWMS and Chairo policies.
- Ensure that you are appropriately trained in order to undertake tasks in a safe manner.
- Ensure that vehicles, plant and equipment are used and managed in a safe manner and are appropriately maintained. This includes the completion of regular inspections of all vehicles and equipment.
- Completion of weekly bus checks as directed by the campus property manager.
- Maintaining records of essential services and occupational health tests and checks and complying with other risk management policies.
- Contributing to good workplace practices across the school, with emphasis on safety for staff and students.

Other Duties

- When required, arranging delivery of goods into faculty/departmental stores, or picking up of goods and distributing within the campuses.
- Assisting with preparation of property and resources for events and curriculum delivery as required.
- Undertaking relevant professional development courses appropriate for your own improvement in your capacities and proficiencies.
- Other related duties as required.

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Although the above is reasonably detailed it may not be exhaustive and the Campus Property Manager may at his discretion vary the responsibilities of the position as required.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Level of Executive Leadership Team satisfaction;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

CHILD SAFETY

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Required Skills, experience and capacity

- Have the ability to perform general maintenance tasks to a reasonable level.
- Any trade certificates or related qualifications are an advantage.
- Skills in operation of tools, plant and machinery.
- Skills in planning and prioritising work in accordance with established targets.
- Understanding or experience in Occupational Health and Safety obligations.
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- The ability to work both individually and in a team environment
- A current Working with Children's Check.
- A current Victorian driver's license.
- A willingness to travel to various campuses as required.