

Property Officer

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Property Team

An efficient Property Department is vital to the school's success. The Property Team at the College is committed to the provision of quality professional services for staff, students and families, adding value to the school's operations and programs. The Property Officer has a key role to play in providing efficient management of the College buildings and grounds.

The Position

The Property Officer provides support for College events by setting-up equipment and moving furniture as required. The Property Officer is an integral member of the College Property Team and provides assistance with a range of tasks as required.

The Property Officer has a key role to play in ensuring the College environment is well maintained and always a safe and attractive place for the College community. The responsibilities of this position extend to

all College campuses. The Property Officer reports directly to the Property Manager and thereby through to the Director of Business Operations and the Principal.

Key Responsibilities and Duties:

- carrying out all work necessary to maintain facilities and grounds in a safe, hygienic and attractive condition, keeping the College free of Occupational Health and Safety hazards.
- maintaining the cleanliness of grounds and provision of bins; emptying bins as required and cleaning up rubbish.
- regularly vacuum and sweep concrete/asphalt recreation areas. (use appropriate equipment where necessary).
- taking responsibility for the maintenance and upkeep of College facilities and caring for them in accordance with maintenance guidelines.
- ensuring exterior entrances to the College buildings are swept and cleared of debris.
- assisting the Physical Education and Sports teams in preparing and setting up the Oval, practice areas or tennis courts for sporting activities.
- clearing driveway gutters and designated pits of leaves and debris.
- assisting in carrying out repairs and improvements to the visual quality of the College.
- supporting the work required to maintain the College at all the College campuses.

The Property Officer will maintain College equipment by:

- assisting with the task of servicing and maintaining equipment as required by the Property Manager.
- keeping outdoor seating and furniture in good repair and painted to protect from weather.
- repairing any damaged facilities or equipment under the instruction of the Property Manager

The Property Officer is required to assist with College events and functions by:

- assisting the Property team in moving and setting out furniture for assemblies, information evenings, seminars and meetings as directed by the Property Manager.
- assisting in setting up for major functions, including Open Day, House Swimming and Athletics Day, Presentation Night and other special events on and off campus.

The Property Officer will support the College by:

- undertaking all other reasonable maintenance tasks as directed by the Property Manager.
- working cooperatively with the Property Manager and other members of the Property Team ensuring a friendly and supportive nature with all College staff.
- attending professional development and staff meetings as requested.
- working from time to time in areas of need at the direction of the Principal or Director of Business Operations.
- supporting the physical resource requirements of the College as directed by the Director of Business Operations.
- any other duties as required by the Director of Business Operations or Principal.

Experience and Qualifications

The Property Officer will be required to have a current Working with Children Check. The successful applicant is required to have or be working towards the following competencies/qualifications:

- current full Victorian Drivers Licence. (additional licences would be highly regarded).
- Working with Children Check card.
- Trade certification/experience.
- Construction Industry (White) Card, or willingness to undertake the training course.

- minimum Level 1 First Aid qualification, or willingness to undertake the training course.

This role requires an enthusiastic individual who possesses an appreciation of the importance that gardens, open spaces and buildings hold in a school environment. The incumbent should also possess the following attributes:

- an ability to work actively, courteously and professionally with a small team.
- an ability to complete heavy and strenuous work in an outdoor and indoor environment, in accordance with Occupational Health & Safety requirements (a pre-medical check may be required).
- an understanding of the ethos of the College and the unique requirements for staff working in a Catholic College.
- previous experience in facilities maintenance is desirable.

The Property Officer will require the ability to work with a high degree of accuracy both independently and as part of a team. This role requires knowledge of general property routines and systems, excellent interpersonal communication skills and a genuine interest in working in a school environment to support students, families and staff.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

This position is in accordance with the Catholic Schools Multi-Employer Agreement as a School Services Officer (Category A), with the level dependent on skills and experience. The role is an ongoing, permanent full time position (1.0 FTE). The successful applicant will work Monday to Friday, 7.30am to 3.30pm.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the College, and the development of skills and knowledge.