

WAVERLEY CHRISTIAN COLLEGE

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600
20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700
ABN: 48 847 193 861 Reg No: A00187224



Position Description

Position: Property Services Leading Hand
Campus: Narre Warren South
Employment Status: FTE
Reports Directly To: Property Manager

Role

Ministry Specifications

Property Services Leading Hand

- Manage Car Park activities including organization of Car Park duty attendance and filling in positional gaps in Car Park duties as required
- Assist Property Manager with any tasks as instructed
- In the absence of the Property Manager:
 - Delegate appropriate tasks to Property Team Members
 - Respond to any emergency situations and take appropriate action
 - Be first point of call for general Property Services queries

Maintenance of the buildings and grounds

- Maintenance work and grounds work as required
- Regular maintenance schedule for equipment, buildings and grounds
- Oversee working bees - personnel, jobs, equipment
- Cleaning duties and supply ordering
- Security of school

Maintenance of the school vehicles

- Assist with weekly safety checks
- Assist with regular servicing of vehicles
- Arrange repairs and services as directed

General

- Moving furniture and equipment
- Traffic control
- Other general duties as required
- Assistance with Building Projects, as required
- To actively pursue best practice in the areas of responsibility

Inherent Requirements of the Role

Property Services Staff

- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use
- Ability and licence to drive College cars
- Occasional travel between campuses
- Working with chemicals
- Bending, kneeling, digging, raking, pruning etc.
- Using manual and electrical tools
- Standing/walking for extended periods
- Using a ladder safely – climbing and working from heights
- Using a ride on and push mower
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

Administration / Duties

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees

Some duties will need to be performed at times other than during the school day, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.