



POSITION DESCRIPTION

Facilities and Building Services Leader

POSITION OBJECTIVES

Support the Property Manager in overseeing the day-to-day operations of building services, acting as second-in-charge to ensure continuity and efficiency. Lead and coordinate a team of maintenance staff across multiple sites and operating hours, including task delegation, goal setting, and performance monitoring to maintain high service standards and operational effectiveness.

KEY RESPONSIBILITIES

Leadership

- Be responsible for the achievement of the College's vision and goals
- Contribute to establishing and maintaining a supportive school environment
- Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance, and consideration towards others.
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Building Services Team Leader

- Acts as Deputy to the Property Manager when required, assuming responsibility for key duties and ensuring continuity of operations in their absence.
- Support the day-to-day management of College properties, maintaining efficient and effective operations across the campus.
- Respond to maintenance requests from staff via task management systems, email, or phone in a timely and professional manner.
- Allocate and delegate tasks to team members based on skills, capacity, and operational priorities.
- Coordinate maintenance works, including scheduling, monitoring progress, and following up to ensure timely completion and quality outcomes.
- Monitor team performance against established goals and report on key metrics and outcomes.
- Serve as the primary point of contact for visiting contractors, including managing site access, sign-in procedures, and inductions.
- Ensure all contractors are appropriately inducted and that a safe working environment is maintained at all times.
- Review Safe Work Method Statements (SWMS) and permits where required to ensure compliance with safety standards.
- Provide ongoing support to contractors during works, including facilitating access and addressing site-related queries through to completion.

Facility Management

- Conduct routine inspections of the College's facilities, including sports facilities in collaboration with Building Services, Grounds, and Sports Dept, ensuring they are safe, functional, and well-maintained.
- Manage bookings for sporting facilities, coordinating with Finance to ensure accurate invoicing and timely payment.
- Liaise with Deputy Principals and the Dean of Sport to coordinate and manage Old Collegians' group bookings
- Ensure all facility users are appropriately inducted in the safe and correct use of equipment and spaces.
- Work collaboratively with the Sports Department, Building Services, and Grounds teams to ensure facilities are appropriately prepared for Saturday morning sport across all venues, including setup of equipment such as scoreboards and marquees.

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KEY RESPONSIBILITIES

	<ul style="list-style-type: none">● In conjunction with the Deputy Principal (Operations), coordinate traffic management and external vendors for Saturday morning sport at both Heyington and Tooronga campuses.
Development and Motivation	<ul style="list-style-type: none">● Support the Property Manager by providing day-to-day leadership to the team, stepping into a second-in-charge role to maintain performance and direction.● Assist in motivating and guiding a diverse team to achieve operational goals and maintain high standards of work.● Identify training and development needs, working with the Property Manager to build team capability and support professional growth.● Promote a positive and collaborative team culture where individuals feel supported, respected, and accountable.● Assist in addressing and resolving team issues promptly to maintain a productive and cohesive working environment.
Communication and Support	<ul style="list-style-type: none">● Support the Property Manager in clearly communicating expectations, priorities, deadlines, and project requirements to the team.● Liaise with College departments, contractors, and key stakeholders to coordinate works and maintain effective working relationships.● Work collaboratively with the Property Manager to identify and address operational challenges, ensuring the team has the resources required to perform effectively.● Recognise and reinforce strong performance and team achievements, contributing to a positive and motivated work environment.● Managing team morale and addressing conduct or performance concerns in a fair and consistent manner.
General Duties	<ul style="list-style-type: none">● Adhere to the College Code of Conduct at all times, demonstrating professionalism and integrity.● Contribute to a safe and healthy work environment by complying with all workplace health and safety policies, procedures, and practices.● Attend and actively participate in school meetings, conferences, assemblies, sporting events, Mass, and community and faith-based activities as required by the Principal.● Acknowledge that the College may review and amend this position description to reflect evolving priorities and operational needs.
Building and Maintaining Relationships	<ul style="list-style-type: none">● Maintain clear and effective communication with the Deputy Principal (Operations), Property Manager, and Capital Projects Manager to support coordinated decision-making and project delivery.● Work collaboratively with the Grounds Manager to ensure alignment of priorities and efficient management of shared responsibilities.● Apply a consultative and collaborative approach to problem-solving, decision-making, and the development and implementation of initiatives.● Provide timely, accurate, and professional responses to students, staff, parents, and Old Collegians' Association representatives.
Child Safety	<ul style="list-style-type: none">● Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety● Assist in the provision of a child-safe environment for students● Demonstrate duty of care to students in relation to their physical and mental wellbeing

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KEY RESPONSIBILITIES

Professional Development

- Commit to ongoing professional development in your area of work
- Be open to researching areas of interest relevant to directions provided in the College's strategic plan
- Continue development of ICT skills as technologies evolve

SELECTION CRITERIA

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the mission and vision of the College

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check

Education and Experience

Essential:

- Previous experience in leading a team
- Experience with administration
- Drivers Licence
- Working With Children Check
- Proficient skills in Microsoft Office (Excel, Word) and Google Suite

Desirable other:

- Use of Task and Order Management Systems
- Experience working in schools

Skills and Attributes

- Strong attention to detail
- Excellent interpersonal and communication skills
- Organised
- Proactive
- Ability to multitask while ensuring a high standard of outcome
- Proficiency with technology
- Able to manage workload from multiple managers.
- Professional presentation

Position Description Approved (date): **December 2025**

Position Reports to: Property Manager