

Position Description

Assistant Property Manager

Position Details

Position	Assistant Property Manager
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Award Classification	School Operational Services
Salary Level	
Term Time only	No
Position reports to	Property Manager
Direct reports	General Hands

Position Summary

The Assistant Property Manager supports the daily operations, maintenance and safety of school facilities. This role works closely with the Property Manager to ensure the campus is well-maintained, compliant with regulations and operating efficiently. A strong understanding of building management systems (BMS), digital maintenance tools and general computer software is essential.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

- Lead the Property Team in the performance of their duties and promote a co-operative culture
- Troubleshoot any immediate safety concerns and provide temporary fixes
- Implement more permanent repair and maintenance works providing long-term solutions for short term, more temporary fixes
- Develop, in conjunction with the Property Manager, larger projects to resolve recurring issues
- In conjunction with the Property Manager, develop projects, routines and one-off works to provide preventative maintenance
- Ensure that functions are correctly set up, packed away and that appropriate heating, ventilation, lighting, cleaning & security are in place to support the event
- Work with the ICT Department to ensure the daily management of the Building Automation Systems
- Assist the Property Manager in preparing and implementing budgets for the operation of all sites

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- Carry out works in accordance with OH&S and Work Cover requirements
- Undertake appropriate Professional Development
- Assist in the coordination of day-to-day building operations, including HVAC, electrical, plumbing, fire, security and grounds maintenance
- Monitor and operate the school's Building Management System (BMS) to track performance, identify issues and optimise energy efficiency
- Manage preventative maintenance schedules and ensure timely completion of work orders
- Conduct regular inspections of buildings, classrooms, and outdoor areas to identify hazards, repairs or improvement needs
- Liaise with contractors, vendors and service providers to ensure high-quality work and compliance with school policies
- Apply knowledge of the School to complete non-routine tasks
- Other tasks and duties as determined by the Property Manager

Health, Safety & Compliance

- Assist with ensuring compliance with relevant building codes, safety regulations, and school policies
- Support emergency preparedness procedures, including fire safety systems, evacuation plans, and incident reporting
- Maintain accurate records of inspections, maintenance logs, and compliance documentation.
- Contractor Management. Undertake spot check of contractors onsite
- Compliance and OH&S Management. This includes implementation and keeping up to date our safe operating procedures, safe work method statements for both our internal staff and contractors

Administrative & Software Responsibilities

- Use digital tools and software to manage maintenance requests, asset tracking, and facility reporting
- Operate and troubleshoot BMS dashboards, facility monitoring software, and energy-management tools
- Prepare reports, spreadsheets, and documentation using standard office software (e.g., Microsoft Office, Google Workspace)
- Assist with budget tracking, purchasing, and inventory management for maintenance supplies and equipment

Selection Criteria

Suitable candidates should demonstrate:

- Knowledge of occupational health and safety requirements
- Knowledge of all facets of maintenance
- Computer literacy, including Excel and other Microsoft Office applications
- Experience in facilities, property management or building operations
- Working knowledge of Building Management Systems (BMS) and digital facility monitoring tools

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- Strong computer skills, including maintenance management software, spreadsheets and reporting tools
- Ability to prioritise tasks, multitask as required, manage time effectively and work independently
- Strong communication and problem-solving abilities
- Understanding of workplace safety standards and building compliance requirements
- Excellent maintenance skills
- Ability to work to a schedule and budget to achieve goals set by the Property Manager

Personal Qualities

- Good communication skills
- Ability to work as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- High level attention to detail
- Demonstrated customer focus attributes
- Pleasant manner with colleagues, teaching staff, students and parents
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- Ability to keep calm under pressure
- A reliable and dependable person who has good professional integrity

Connectedness and Collaboration

The Assistant Property Manager works collaboratively with:

- Property Manager
- Building & Services Manager
- Grounds Manager
- Members of the Maintenance and Grounds Team
- Head of Safety, Standards and Risk
- Chief Operating Officer
- EA to the Chief Operating Officer
- Director of School Operations
- Daily Organiser
- Community Engagement Team
- External contractors (including Cleaning, Security & Catering Teams)
- External facility hirers

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

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Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check
- complete all mandatory reporting training and education about child safety
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- report suspected cases of child abuse in accordance with the School's policies

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	September 2026
Next review date	September 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.