

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Name:**

**Position:**

Property Services Assistant

**Campus:**

Wantirna South

**Employment Status:**

FTE 1.0

**Reports Directly To:**

Maintenance Manager

**Role:**

The Property Services Assistant's role, mornings and afternoons, is to be responsible for maintaining the traffic flow and assisting a safe and effective means for students and other pedestrians to cross the car park and roads at established crossings. The role also includes both practical and administrative tasks within the Property Services team during the day.

**Hours:**

7.30 – 4:00pm Monday to Friday

**Traffic Supervision Duties:**

- Set up and pack up of Carpark
- To supervise pedestrians and vehicles at school crossings
- Ensure that traffic flow is not disrupted by pedestrians crossing the road
- Maintain orderly behaviour of children using the crossing
- Use Stop/Go sign to direct traffic and pedestrians
- Ensure that all vehicles are stationary before allowing pedestrians access to the crossing
- Ensure that all pedestrians have crossed the road before allowing vehicles to proceed
- To understand the principles and procedures used in the supervision of a School Crossing
- Be correctly attired and equipped at all times

**Administrative and General Duties:**

- Light maintenance work and grounds work as required
- Assist with the oversight of working bees - personnel, jobs, equipment
- Cleaning duties
- Operation off College Security system
- Assist with regular cleaning of vehicles
- Moving furniture and equipment
- To actively pursue best practice in the areas of responsibilities
- Administrative Office work, filing, emails etc.
- Other general duties as required

## **Inherent Requirements of the Role**

### **All Property Services Staff**

- Lifting or carrying items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use
- Ability and license to drive College cars
- Occasional travel between campuses
- Working with chemicals
- Bending, kneeling, digging, raking, pruning etc.
- Standing/walking for extended periods
- Using a ladder safely
- 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 to the Bursar and Property Manager as soon as possible

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:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function
- Working Bees
- 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

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.