



Vision: Aquinas College's vision is to educate boys to become the men the world needs.

Strategic Purpose: Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

Our Values: Faith in action | Justice with compassion | Service with generosity
Respect for all | Excellence every day

EREA Touchstones: Liberating education | Gospel spirituality | Inclusive community | Justice and solidarity

POSITION DESCRIPTION

Instructions		
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. If you need anything clarified, ask the Campus Operations Manager. 3. Keep a copy available for you to refer to at work. <p>Please note: As the needs of the College evolve your Position Description may need to be revised. This would occur in collaboration between you and the Campus Operation Manager.</p>		
POSITION TITLE:	CAMPUS SERVICES	
REPORTS TO:	CAMPUS OPERATIONS MANAGER	
SCHOOL / DEPARTMENT:	OPERATIONS	
MAIN PEOPLE INTERACTIONS:	INTERNAL Dean of Business & Finance Campus Operations Manager Operations Team Students Teaching Staff Risk Officer College Leadership Team (CLT)	EXTERNAL Parents External Providers
POSITION PURPOSE:	The core purpose is responsible for assisting the Campus Operation Manager in servicing the needs of staff and the community mainly with functions and maintaining the College site and equipment in a clean and well maintained manner.	
EXPECTED BEHAVIOURS AND ATTITUDES:	<ol style="list-style-type: none"> 1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos; 2. Actively support a child safety culture, with a zero tolerance for child abuse; 3. Adhere to the Aquinas College values at all times; 4. Adhere to the College's Policies, Procedures and Codes; 5. Adhere to health and safety procedures and actively contribute to maintain a safe, healthy and tidy environment; and 6. Display: <ul style="list-style-type: none"> o a commitment to the Catholic ethos; o energy, enthusiasm and drive; o diplomacy and tact; o a commitment to confidentiality; o honesty and integrity; o an outstanding work ethic; o loyalty to the role, people and the College; o a positive and proactive attitude; and o respect for self and others. 	

KEY POSITION RESPONSIBILITIES:	TASK FOCUS AREAS TO BE DEMONSTRATED:
UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Embracing involvement in the life of the College; and Fostering the EREA touchstones (Charter).
ACTIVELY SUPPORT COLLEGE OPERATIONS	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Principal or their delegate.
MAIN FUNCTIONS/TASKS	Set-up and pack-up functions (including but not limited to exams, assemblies, meetings, College events and external functions); Complete classroom audits, arrange replacement furniture and maintenance required; Assist with the administration of functions; Responsible for general administration for services department; Organising and moving, removal, set-up and storage of furniture; Responsible for ensuring College Buses and Barbeques are regularly cleaned and maintained; Responsible to completing regular inspections as the maintenance schedule; Manage security and gate access as required when Campus Operation Manager is on leave; and Undertake cleaning duties when staff or contractors are unavailable in support of a safe and healthy work environment.
SUPPORT SAFE WORK PRACTICES	Effectively use safe work practices, manual handling, moving and lifting protocols;

CRITERIA:	
QUALIFICATIONS:	Have or be prepared to obtain Accreditation to Work in a Catholic school; Valid Working with Children Check; Satisfactory National Police History Check; Be prepared to undertake Mandatory Reporting training
KNOWLEDGE AND EXPERIENCE:	Experience within the security industry is of benefit but not essential and Sound knowledge of Occupational Safety and Health principles
SKILLS AND ABILITIES:	Strong interpersonal skills, enabling harmonious and positive relationships with colleagues, students and parents; Strong written and verbal communications skills; Strong time management and organisational skills with the ability to prioritise tasks; Physically fit and strong in order to lift sometimes heavy or awkward furniture or equipment; Demonstrated ability to work autonomously and as part of a team; and Strong problem solving and critical thinking abilities with sound attention to details skills.

ACKNOWLEDGEMENT

I _____ have read and understand the expectations detailed in this position description and accept the responsibilities of this role. I will use all my knowledge, experience, skills and abilities to meet requirements, as set out in this Position Description.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINCIPAL
(OR DELEGATE)
NAME:

