

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Name:**

**Position:**

Property Services Administration Support

**Campus:**

Narre Warren South

**Employment Status:**

FTE 0.6 (days and times as agreed)

**Reports Directly To:**

Property Manager

## Ministry Specifications:

The Property Services Administration Support is responsible for supporting the Maintenance Team in their role at the Narre Warren South Campus.

## Responsibilities:

### Support to Property Team

- To provide general administration support to the Property Manager and Maintenance Team at the NWS Campus
- To prepare reports, such as Security Report, transcribe notes and take minutes as required.
- To implement and coordinate all aspects of the Narre Warren South Campus Working Bee administration including rostering, monthly reminder emails and responses
- To research, source and purchase items as determined by the Property Manager or team
- To coordinate and liaise with Parent Helpers to provide necessary support within the College as required
- Manage the Service Management Solution (we currently use Fresh Service) for Maintenance jobs at the Campus
- Maintain various databases such as:
  - o Vehicle Database including booking of vehicle service/inspection as required
  - o Drivers Database ensuring that licensing & accreditation requirements are adhered to
  - o Mobile Phone Database including activation/cancellation of phone plans as required
  - o Equipment (Projectors/Interactive Whiteboards/etc.)
  - o Keys and fobs for new staff
- To provide support to General Office or other Administrative area as needed
- Flexibility in taking on varied tasks as needed
- To actively pursue best practice in the areas of responsibilities

## Inherent Requirements of the Position

### Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)

- Occasional food handling and preparation
- Ability and a licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work 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 Business Manager and Property Manager as soon as possible

### **College expectations of you include:**

- 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
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration 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 back for staff, Staff Retreat and end of year function

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.