

# Facilities Manager



**LORETO  
COLLEGE**

**Marryatville, South Australia**

**[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)**

<b>Role</b>	<b>Facilities Manager</b>
<b>Terms</b>	Permanent full-time – 37.5 hours per week 48 weeks per year  <i>Flexibility may be required with out of hours work</i>
<b>Commencement Date</b>	As soon as possible
<b>Classification</b>	Education Support Officer Administration Stream Grade 6 Year 1 plus discretionary allowance
<b>Responsible to</b>	Chief Operating Officer

## Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



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## Position Overview

The Facilities Manager undertakes a broad range of manual and administrative tasks to assist in the smooth function of the College so that it can achieve its teaching and learning outcomes.

The Facilities Manager is responsible for the overall maintenance of the College property, plant and equipment. The Facilities Manager has responsibility for the leadership of the Property Services team, coordination and oversight of relevant contractors, ensuring compliance with regulatory and statutory responsibilities and ensuring that the College facilities are well presented, maintained and WHS compliant.

The Facilities Manager will develop and implement proactive maintenance programs and be responsible for prioritisation and oversight of works received.

Key Accountabilities	Responsibilities and Expectations
<p><b>Working effectively</b></p>	<ul style="list-style-type: none"> <li>• ensuring that the College is maintained to a high standard, conducting regular checks of all existing buildings and working with contractors to rectify new building works defects and conducting repairs in a timely manner;</li> <li>• reviewing services documentation for new building works, ensuring mechanical, electrical, hydraulic, security and fire scopes of works are in line with the College's project objectives and expectations;</li> <li>• leading and actively developing the Property Services team;</li> <li>• promoting and maintaining a harmonious, cohesive, well-functioning Property Services team within a productive and safe workplace;</li> <li>• keeping all members of the Property Services team informed of any work and/or contractors on site;</li> <li>• conducting and chairing weekly Property Services team meetings to oversee and communicate current and future priorities;</li> <li>• allocating logged job requests to the relevant Property Services team member and reporting on job log status to the Chief Operating Officer;</li> <li>• in conjunction with the Chief Operating Officer, preparing, tendering and undertaking a program of regular internal and external maintenance of all buildings;</li> <li>• managing day-to-day operations of external property services contractors for cleaning, painting, grounds, waste and buses and ensuring adherence to quality standards, WHS and all contract terms and conditions.</li> <li>• managing of an asset register to deliver a program of regular review, maintenance and replacement (where required) of College furniture and equipment for defects and repairs, and complete general and emergency repairs as required including furniture, doors, locks, curtains, lights, plant and equipment;</li> </ul>



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	<ul style="list-style-type: none"> <li>• preparing written reports or submissions to College leadership to propose changes to existing services or systems in the Property Services area;</li> <li>• arranging emergency repairs, as required;</li> <li>• actively reviewing the College calendar and event booking processes and arranging and assisting in the organisation and set up/pack down of furniture and equipment for school functions such as assemblies, Masses, dinners, etc;</li> <li>• ensuring College vehicles, plant and equipment is kept clean, in good repair and serviced with details maintained in the plant register;</li> <li>• ensuring College vehicles are inspected on a regular basis including ensuring log books and service records are up to date, vehicle damage is proactively addressed and overall condition reviewed on a weekly basis;</li> <li>• in conjunction with the Chief Operating Officer, engaging relevant contractors and trades persons ensuring WHS and high work standards are being met;</li> <li>• ensuring all contractors are inducted prior to commencing on-site work and are compliant (Working with Children Checks, insurances, trade licences etc);</li> <li>• ensuring Property Services staff and contractors comply with WHS requirements and safe work practices;</li> <li>• allocation of tasks and duties to the Property Services team, establishing timelines and resources to ensure tasks are completed in a timely manner;</li> <li>• being involved in emergency management and evacuation procedures, traffic management and emergency services attendance;</li> <li>• in conjunction with the Chief Operating Officer, undertaking the purchase of services, materials, consumables and equipment;</li> <li>• preparation of the Property Services budget and monitoring expenditure throughout the year to ensure alignment to plan;</li> <li>• being available for after hours involvement at events and ceremonies;</li> <li>• being willing to accept an out of hours request for assistance for an emergency response, when required (eg broken drain, leaking roof, etc);</li> <li>• being willing to drive College vehicles, as required;</li> </ul>
<p><b>Mission and Ethos</b></p>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;</li> </ul>



	<ul style="list-style-type: none"><li>• role modelling Christian values in all dealings with students, staff and parents;</li><li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;</li><li>• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;</li><li>• supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;</li><li>• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;</li></ul>
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## Person Specification

### Knowledge and Skills Required

- Demonstrated skills and experience in property management or similar
- Demonstrated leadership and management capability in developing a competent team
- Outstanding administration, organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines
- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills, both verbal and written, that can be used effectively with staff, parents, students, contractors and members of the public
- Calm, professional, positive demeanour at all times, especially when under pressure
- Ability to gather and process information quickly
- High attention to detail
- Ability to work be self-motivated and proactive and also be an active and supportive contributor in a team environment

### Essential Skills

- Sound understanding of computer literacy and ability to undertake administrative components of a management role
- A good level of physical strength and stamina in order to undertake the inherent requirements of the role which may include maintenance and manual handling

### Qualifications

- Trade qualifications (equivalent to three or more years of full-time study) and experience and knowledge relevant to a medium to large sized property



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## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

*Reference: Catholic Safety, Health Welfare South Australian, (12) v1*



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## Annual Review

An Annual Review discussion is undertaken annually with your line manager to provide feedback for development and growth.

### APPROVAL

Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

March 2024





## Applications

Applications for the position of Facilities Manager should be addressed to:

Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Trade qualifications (equivalent to three or more years of full-time study) and experience and knowledge relevant to a medium to large sized property
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risks of Harm Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

## Included with your application

Please provide the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date:

**Applications close at 9.00 am on Friday, 19 April 2024**



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