

Property Services Assistant



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Property Services Assistant
Terms:	Permanent part-time – 21.0 hours per week 39 weeks per year
Commencement Date:	12 January 2026
Classification:	Education Support Officer Services Stream Grade 1 Year 1
Responsible to:	Facilities Manager

About Loreto

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.

Position Overview

The Property Services Assistant is directly responsible to the Facilities Manager to ensure support to the College's teaching and learning activities and other operations by helping to ensure a high standard of presentation and functionality of the entire College campus.

The Property Services Assistant works as a member of the Property Services Team to provide the best possible facilities and grounds for students, staff, parents and visitors to the College. The Property Services Assistant will assist the Facilities Manager with the promotion of a positive and effective safety culture within the College.

Working Effectively

- Commit to the Property Services' Annual Plan.
- Assist with the care and maintenance of buildings, furniture and equipment.
- Assist with preparation of classrooms, furniture, equipment and fittings in preparation for the beginning of each school and as required.
- Keep all equipment and tools cleaned, serviced and maintained.
- Set up and clear away equipment, furniture and other facilities for College functions, events and College activities.
- Deliver supplies throughout the College.
- Waste disposal.
- Ensure all work is conducted within the WHS guidelines.
- Communicate effectively with students and staff.
- Other duties as directed by the Facilities Manager and/or Principal.

Mission, Ethos and Ethics

- Know, accept, embody, and actively develop the Loreto mission and values.
- Demonstrate a clear understanding of, and commitment to, the Loreto charism of Mary Ward.
- Fully support and participate in the Catholic ethos of the College, including staff and student prayer, retreats, social justice activities, and voluntary service.
- Role model Christian values in all interactions with students, staff, parents, and the wider community.
- Maintain confidentiality and uphold high professional standards at all times.
- Publicly support College policy initiatives and strategic plans, both internally and externally.
- Support and uphold the College's policies and procedures, including the *Safeguarding Children and Young People Code of Conduct*.
- Responsibly manage information and communication in accordance with College policies, including the *Privacy Policy* and *Responsible Use of Technology Policy*.
- Undertake tasks involving the creation, collection, use, disclosure, duplication, and disposal of information with integrity and compliance.

Person Specification – Essential Criteria

Experience and Knowledge

- Ability to undertake routine maintenance work
- Previous experience in a school environment would be beneficial

Personal Qualities, Skills and Abilities Required

- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills that can be used effectively with staff and students
- Ability to be self-motivated and proactive and also be an active and supportive contributor in a team environment

Essential Vocational Qualifications

- Current Working with Children Check
- Current First Aid Certificate (or willingness to obtain this)
- Current drivers licence

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

Annual Review

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

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

October 2025

Applications

Applications for the position of permanent part-time Property Services Assistant should be addressed to:

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

Terms and Conditions

- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risk of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) 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, 7 November 2025