



# Appointment of Facilities Coordinator

We are seeking an organised and enthusiastic Facilities Coordinator for a position within our school operations area. The purpose of the role is to ensure the smooth operation of this department by providing coordination, support and assistance to the Operations Team.

## Position Description

<b>Position Title:</b>	<b>Facilities Coordinator</b>
<b>Responsible to:</b>	Operations Manager
<b>Reports to:</b>	Chief Operating Officer
<b>Key Stakeholders:</b>	All internal and external stakeholders
<b>Overview:</b>	This role is to ensure the smooth operation of the Facilities department by providing coordination support and assistance to the Operations Team.
<b>Duties &amp; Responsibilities:</b>	<p><b>A. Ethos</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents and staff.</li> <li>At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment.</li> </ul> <p><b>B. Role Responsibilities</b></p> <ul style="list-style-type: none"> <li>Coordination of Maintenance and Cleaning teams</li> <li>Manage cyclical and statutory maintenance</li> <li>Manage small projects</li> <li>Assist the Operations Manager and Projects Officer with the management of large projects</li> <li>Manage the Maintenance Ticketing system by following the workflow process and coordination to ensure prompt completion of tasks</li> <li>Identify and respond to any maintenance or WHS issues as they arise</li> <li>Staff site inductions ensuring that all records are filed in accordance with school policy and procedure and will include the following: <ul style="list-style-type: none"> <li>Maintenance and grounds equipment</li> <li>Cleaning equipment and chemicals</li> </ul> </li> <li>Engagement of trades in consultation with the Operations Manager</li> <li>Coordinate contractors to ensure the following: <ul style="list-style-type: none"> <li>Child Protection – WWCC are completed</li> <li>Site inductions are carried out as necessary</li> <li>Insurances are current</li> <li>Suitability and licenses are verified</li> <li>White Cards are held</li> </ul> </li> <li>In consultation with the Operations Manager coordinate regular maintenance and cleaning programs during the school holiday period.</li> </ul> <p><b>C. General</b></p> <ul style="list-style-type: none"> <li>Participate in any in-house training programs, as well as other job specific training that is identified as required for this role description</li> <li>Participate and contribute to team meetings</li> <li>Participate in workplace change where required</li> <li>Follow all reasonable instructions and related duties as given by your supervisor or the Chief Operating Officer</li> </ul> <p><b>D. Administration</b></p> <ul style="list-style-type: none"> <li>Assist the Operations Manager with the coordination of weekly toolbox meetings and monthly meetings, distribution of agenda and typing of minutes</li> <li>Carry out a weekly stock take and order stock accordingly</li> <li>Ordering of facility staff uniforms annually</li> <li>Maintain accurate and updated records</li> <li>Carry out any administration duties to support the Operations Department</li> <li>Meet set deadlines as set by the Operations Manager</li> </ul>

<b>Work, Health &amp; Safety:</b>	<p><b>In accordance with the Workplace Health &amp; Safety Act 2021, Employees must:</b></p> <ul style="list-style-type: none"> <li>• While at work take reasonable care for their own health and safety</li> <li>• Take reasonable care for the health and safety of others</li> <li>• Comply with any reasonable instruction from Calrossy</li> <li>• Follow defined WH&amp;S policies and procedures of the school</li> </ul>
<b>Qualifications/Skills</b>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience in an administration role/s</li> <li>• High level of proficiency in the Microsoft suite of programs with an emphasis on excel</li> <li>• Excellent organisational and multitasking abilities</li> <li>• Effective communication and interpersonal skills</li> <li>• Proficiency in using technology and software systems for operations management</li> <li>• Ability to work collaboratively with diverse stakeholders</li> <li>• Demonstrated experience in budget preparation/management</li> <li>• Demonstrated experience in managing/leading teams</li> <li>• A current Class C Licence</li> <li>• Current Working with Children Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Chemical Awareness Training</li> <li>• Site Specific Manual Handling Training</li> <li>• Emergency Procedure Training</li> <li>• First Aid Certificate</li> <li>• WHS Training</li> </ul>
<b>Selection Criteria</b>	<p><b><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></b></p> <p><b>SC1</b> Describe your leadership style in managing or leading teams</p> <p><b>SC2</b> Provide an example of your experience in budget preparation and budget management</p> <p><b>SC3</b> Demonstrate an understanding of and respect for Christian values and provide demonstrable support for the School's Christian ethos.</p>
<b>Conditions of employment</b>	<p><b>Award</b> - <i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i></p> <p><b>Work Type</b> - Full time</p> <p><b>Hours</b> - 8.00am – 4.06pm</p> <p><b>Days</b> - 5 days</p> <p><b>Salary</b> - Level 3, Step 1 of the (MEA) + car allowance and phone</p> <p><b>Working condition</b> - Cross Campus</p>
<b>Key Performance Indicators (KPI's)</b>	<p>Each year a performance review will be held to ensure KPI's are met and to set KPI's for the upcoming year.</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Organisation</li> <li>• Coordination</li> <li>• Collaboration</li> <li>• Support</li> <li>• Initiative</li> </ul>
<b>Location</b>	<p>Calrossy Anglican School  140 Brisbane Street  PO Box 1245  Tamworth NSW 2340  Ph (02) 5776 5100  <a href="mailto:admin@calrossy.nsw.edu.au">admin@calrossy.nsw.edu.au</a></p>

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**