

St Margaret's



ST MARGARET'S ANGLICAN GIRLS SCHOOL

Position Description:

Facilities Manager

Reports to:

Assistant Director of Business and Operations - SSA

Hours:

This is a full-time role.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

Position Purpose

The Facilities Manager is responsible for managing the strategic and daily operations, security, maintenance and presentation of the school's facilities, within assigned budgets.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

Strategic leadership of the School's facilities

- Leadership of the facilities team, building capability, teamwork and ensuring all deliverables are met in a timely manner.
- Coordinate capital works projects ensuring timelines, budgets and contractual requirements are met.
- Plan, manage and implement a capital works program and ensure continual improvement.
- Manage contract tender processes including developing contract specifications.
- Manage operating expenditure for facilities within approved budgets
- Proactively manage the site, ensuring a focus on best practice and continual improvement.
- Proactively manage stakeholder relationships

Daily operational leadership of the facility

- Monitor all school facilities both on-site and off-site and ensure preventative maintenance is routinely undertaken.
- Ensure the school's facilities are impeccably presented at all times
- Maintain contractor arrangements and effectively manage these ensuring the quality of their work, timelines are met, and all legislative and compliance requirements are met.
- Maintenance of off-site facilities including the rowing shed and Windsor Park.
- Manage the organisation and set up of events and functions, in conjunction with the Functions and Events Coordinator.
- Be on-call for after hours emergency needs.
- Maintain up to date asset register
- Actively perform manual labour and work as part of the facilities team as required

Safety and security of the school site

- Ensure security of the school site at all times
- Monitor the security and fire alarm systems, ensuring compliance and maintenance.
- Take a proactive approach to Work Health and Safety and risk management across the school ensuring compliance with relevant legislation, best practice and risk mitigation
- Be a proactive member of the Internal Risk Committee

Ensuring the School's ethos and values are reflected in the employee's manner

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Department of Justice and Attorney-General (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**Student Protection**

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities;
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

- Previous experience managing the facilities of a medium sized site. Experience managing an aquatic facility would be highly regarded.
- A trade, engineering, construction or similar qualification and/or experience in these fields.
- Previous project management experience.
- Highly skilled people management capability.
- Well-developed business management skills including administration, organisation and negotiation skills
- Extensive knowledgeable of work health and safety legislation and best practice.
- Strong attention to detail with the ability to ensure projects are completed fully, to a high standard and on time.
- Ability to coordinate a range of trades and facilities professional ensuring a high level of workmanship and service.
- The ability to build quality relationships with stakeholders quickly
- The capability to work as part of the team, physically contributing to the departments workload as required
- Proven administration skills and sound knowledge of Microsoft Office applications.
- Well-developed interpersonal skills, with the ability to interact with members of the School and wider community.
- Ability to adopt a flexible approach to work tasks and preparedness to implement changes as the need and opportunity arise.
- Well-developed problem solving skills.
- Exceptional customer service skills.
- Willingness to support the School's core values and Anglican ethos.

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT