



# Role Description

## Property and Facilities Manager

A key function of the Property Manager's role is the effective management and supervision of all the Property Staff (grounds and maintenance) to ensure that the School is consistently well serviced and maintained.

It should be noted that this role description, while detailed, is not exhaustive, and the Headmaster may, at his discretion, vary the responsibilities of the Property Manager from time to time.

As this is a new role, this Role Description will be reviewed throughout the first 12 month of operation.

There are several main areas specific to this role. They are:

- A. Key Duties
- B. Property Management and Maintenance
- C. Grounds Management and Maintenance
- D. Security
- E. Cleaning
- F. Capital Works
- G. Management of School Functions
- H. General Duties

### **A. Key Duties**

- Oversee property and maintenance services in the School including supervising all property staff and contractors
- Ensure a safe and attractive School environment
- Maintain facilities, equipment and services needed to provide high quality education throughout the School
- Operate within the guidelines of practical budgeting
- Ensure that the School environment meets and is maintained at current WHS standard

### **B. Property Management and Maintenance**

- Oversee the maintenance of buildings, fixtures, fittings and manage appropriate service requirements in accordance with WHS guidelines
- Repair/purchase and/or replace all damaged items in buildings/fixtures/fittings etc and/or arrange for same through approved contractors
- Oversee and adjust as required, a preventative maintenance program covering all aspects of property and maintenance
- Maintain current records of the location of utility service lines – gas, water, electricity, telecommunication and computer network lines
- Ensure that test tagging is regularly carried out in accordance with WHS guidelines
- Prioritise and address the day-to-day requests for maintenance from the staff
- Order, repair, maintain, and replace as needed, all school equipment, and arrange suitable storage. Ordering equipment includes seeking out competitive tenders

- Manage the contracted and regular services of the pest control company
- Coordinate the external hiring of School facilities and equipment once a Venue Hire Agreement has been approved by the Headmaster

**C. Grounds Management and Maintenance**

- Oversee the maintenance of the School property
- Ensure that the School grounds are well maintained and safe
- Review and oversee work carried out by contractors and volunteer helpers
- Establish and maintain pedestrian ways, service roads and other traffic areas around the School
- Ensure sand pit and soft-fall areas are well maintained
- Ensure appropriate maintenance of signage
- Oversee employee and contractor activities

**D. Security**

- Allocate and keep records of security codes and keys
- Act as the key contact person for the Security Company and respond to after hours callouts as required
- Exercise overall responsibility for the daily security of the premises
- Assist management and staff with critical incident situations eg. Fire, flood, intruders and ensure that the appropriate response units are notified
- Tag all items with identification codes and maintain details for inclusion in the asset register

**E. Cleaning**

- Oversee the cleaning contractor and be the point of contact for the School to maintain standards in presentation, hygiene, storage, operational processes and WHS standards
- Organise contract garbage collection and processes as appropriate
- Oversee outdoor gurneying and external surfaces presentation
- Attend to cyclical cleaning and servicing of heating/cooling equipment
- Attend to contracted cleaning tasks – deep cleaning carpets, external cleaning, gutter clearing, painting, equipment servicing

**F. Capital Works**

- Assist the Headmaster and Business Manager to plan, cost and develop new capital works as determined from time to time
- Provide project management services to assist the construction or refurbishment of school buildings
- Liaise with Council and other statutory bodies in respect of new capital works

**G. Management of School Functions**

- Provide assistance to the Deputy Headmaster and Deans with planning and practical arrangements for school events, meetings, functions, excursions and other projects conducted from time to time.

## **H. General Duties**

- Prepare summary reports and make recommendations to the Business Manager and Headmaster in respect to property and maintenance matters
- Assist the Finance Manager with the preparation of the Property sections of the annual operating budget
- Assist the Business Manager in contract management
- Ensure that the contracted fire services company operates within legislated fire safety requirements and that the School maintains a current Annual Fire Safety Statement as issued via Camden Council
- Maintain property WHS documentation including risk management registers and prepare reports for the Headmaster to Present to the Governance and Risk Committee of the School Council in relation to WHS and property Risk Management.
- Be a member of the WHS Committee.