



Facilities Coordinator

Permanent Full time position commencing April 2025

The Southport School (TSS) is a leading Anglican Day and Boarding school for boys situated on the banks of the beautiful Nerang River in the heart of the Gold Coast. The Southport School has been established for over 122 years and is committed to providing excellence in leadership, learning and teaching, pastoral care and extra-curricular endeavors within a balanced, holistic Christian environment.

We are seeking a dedicated and proactive Facilities Coordinator to join our team. This key position will report directly to the Property Manager and play a critical role in the smooth operation and maintenance of our facilities. The ideal candidate will demonstrate strong leadership skills and collaborate across various departments to ensure that all facilities are well-maintained and meet the needs of our staff, students, and external stakeholders.

Key Responsibilities:

- **Leadership & Supervision:** Oversee and guide the facilities, cleaning, and laundry personnel to ensure efficient operations and high-quality service delivery.
- **Collaboration & Communication:** Work closely with various departments, maintaining open communication and coordinating activities as needed to support school operations.
- **Positive Image Representation:** Promote a positive, welcoming image of the school by ensuring clean, safe, and well-maintained facilities at all times.

Primary Duties

- **Facilities Support:** Manage the provision, moving, and setup of facilities equipment as needed.
- **Request Processing:** Handle facilities requests and provide in-house services efficiently and professionally.
- **Laundry Operations:** Supervise laundry staff, ensuring smooth operations and coordination with laundry customers.
- **Maintenance Oversight:** Ensure that all facilities equipment is regularly cleaned, maintained, and in optimal working condition.
- **Vehicle Scheduling:** Manage vehicle requests, reservations, and maintenance scheduling for the school fleet.
- **Event Coordination:** Organise the setup for functions, events, home games, sporting events, alumni weekends, external hire groups, and more, in collaboration with the Workplace Health and Safety Officer and other key stakeholders.
- **Camp Coordination:** Work with the TSS Camp Coordinator to support external camp needs effectively.

In return for your skills and experience we are able to offer a competitive annual salary which will be subject to our EBA increases annually, use of our incredible facilities as part of our staff wellbeing offerings including our café's, gym and tennis courts as well as a fee discount for student enrolment.

All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Ethos of the School. Candidates must provide a recent criminal history check, and hold, or be eligible to hold a working with children 'Paid' bluecard.

For more information about the role please feel free to contact our Property Manager via email – employment@tss.qld.edu.au or by calling us on 07 5531 9911, alternatively you can view the position description that is located on the TSS website.

To apply, please send your CV and short cover letter to employment@tss.qld.edu.au or apply via seek by 9am Wednesday, 2nd April 2025.