

Position Description

Title: Facilities Coordinator



This Position Reports to: Property Manager

Department: Corporate Staff

Date: March 2025

PREAMBLE

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

We expect you to support the philosophy and aims.

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools

and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment.
- Compliance with the Child Protection Policy and the Child Protection from Harm protocols
- Complying with established industrial relations practices and requirements.
- Delivering a high quality of service.
- Identifying and assessing the needs and expectations of others.
- Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
- Acknowledging that staff and student wellbeing and welfare is a core value of the school.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.
- Understanding that the School Ethos and Code of Conduct forms a minimum expectation of all staff at all times.

PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform and which could reasonably be considered relevant to the position.

GENERAL DUTIES AND RESPONSIBILITIES

Objectives

- To ensure the highest possible standards are maintained at all times.
- To ensure all requests are handled in an efficient, service focused and professional manner.

Relationships

- Reports directly to the Property Manager.
- Provides supervision and direction to facilities, cleaning and laundry personnel.
- Co-operates, co-ordinates and communicates with all departments as required.
- Presenting a positive image of the school

Primary Duties

- Liaise with Support Groups and Workplace Health and Safety Officer regarding events and various requirements.
 - Provision and moving of facilities equipment as required.
 - Process facilities requests as an in-house service provider.
 - Supervise the laundry staff and operations including liaison with all laundry customers.
 - Keep accurate records and monitor all requests through the facilities department.
 - Ensure facilities equipment is clean maintained and in good working order.
 - Keep an accurate record of the facilities departments assets.
 - Manage archives storage area:
 - deliver archived boxes to archived space; and
 - dispose of archives once past audit requirements after confirmation from property owner.
 - Arrange storage for Student records
 - Store and account for facilities equipment as required.
 - Communicate with other operating departments on facilities requests.
 - Maintain open lines of communication with all departments within the school.
 - Clean and maintain vehicle fleet, including electric vehicles and arrange servicing and repairs as required.
 - Manage TSS vehicle requests/reservations. Assist with scheduling maintenance to TSS fleet.
 - Approve bookings for facilities and coordinate set up of rooms and areas as per requests.
 - Arrange set-up all functions, events, GPS home games, sporting events, old boys weekend outside hire groups and any other events held at the school. Includes liaising with the Workplace Health and Safety Officer and all stakeholders.
 - Liaise with the TSS Camp coordinator for effectively assisting with all external camp requirements.
 - Other duties as directed.
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KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

- Complying with the Workplace Health and Safety Legislation.
- Complying with The Southport School Workplace Health and Safety Manual.
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implementing hygienic practices through adherence to policy and procedures.
- Preventing hygiene risks and problems through adherence to policy and procedures.

KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

SKILLS AND EXPERIENCE:

- Intermediate to advanced skills in the use of Microsoft products including excel, word, PowerPoint.
 - Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes
 - Professional and well-rounded written and verbal communication skills
 - Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the different departments as and when required
 - The ability to work within and for a number of teams, and in support of senior staff members – to work independently and efficiently
 - Relevant qualifications to meet the requirements of the position.
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