

# Position Description

Title: Property Administration Officer  
(School Officer classification : SO3)



This Position Reports to: Property Manager

Department: Maintenance and Facilities  
(MNTCE)

Date: April 2025

## **PREAMBLE**

As a staff member 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 Anglican Ethos of the School. 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.*

## **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.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

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.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated advanced administrative skills – confident advanced level use of the Microsoft suite of programs specifically Outlook and Excel
- Demonstrated understanding and experience in front of house presentation, presence, and experience to assist with meeting the demands of visitors and contractors on site
- Demonstrated commitment to nurturing positive relationships between staff, contractors and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Qualified Workplace Health and Safety Officer (WHSO) – (desirable)
- Fire safety advisor (desirable)
- Cert IV/Diploma – Business Administration and/or WHS and/or Property management (desirable)
- Must hold a valid Working With Children Check (Blue Card)

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **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 the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Property Administration Officer position in The Southport School, holds a crucial role in ensuring the smooth operation of the entire Property, Facilities and Maintenance department.

This position plays a pivotal role in fostering a positive corporate services environment that supports the effective and efficient operations of the school. This role liaises with other corporate departments and adhere to relevant corporate policies and procedures.

## **Key responsibilities:**

### Workplace Health and Safety

The role will assist the Property Manager in meeting the of workplace health and safety requirements and risk management within the department.

This will be achieved by working with the Property Manager to ensure schedules, maintenance regimes and identified risks are actioned as required and appropriate records are kept. The role will also assist in coordinating and developing relevant training in relation to workplace health and safety and legislative requirements pertaining to the Department. The Property Administrators role will:

- Manage and utilise the compliance (ERM) system as the primary WH&S and risk management system.
- Assist the Property Manager and Compliance Officer in researching and advising in relation to relevant legislation, technical and other guidance material which relates to WH&S within the maintenance and facilities area of responsibility.
- Keep relevant and statutory records to meet the departments and School's requirements under various acts and legislation such as Fire, Electrical Testing, Plant maintenance etc.
- Assist the Property Manager to coordinate and deliver appropriate workplace health and safety training across the School community and the MNTCE teams.
- Assist in the management, recording and investigation of workplace injuries and incidents as they relate to staff, students, visitors, residents and the school environs.
- Assist the Property Manager with inspections and compliance audits within the School.
- Review and update all relevant policies, regulation, and legislation, as they relate to the department and School activities.
- Ensuring that all contractors comply with WH&S requirements and relevant records are kept – including inductions and related certifications.

To ensure a safe and healthy work environment is provided for students, employees, and visitors to The Southport School follow 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 Infection Control practices through adherence to policy and procedures.
- Preventing Infection Control risks and problems through adherence to policy and procedures.
- Sit on the WPH&S Committee.

### Maintenance and Facilities

Provide administrative support for the Property team by:

- Maintaining the database for all plant and equipment to ensure maintenance is completed as per maintenance schedules and legislative and WH&S requirements.
- Coordinate and liaise with contractors to ensure maintenance schedules are undertaken.

- Maintain contractor database in relation to contracts, insurance, and WH&S.
- Induct and sign in contractors on site and direct them to the work location as appropriate.
- Liaise with maintenance, cleaning, grounds staff and contractors in relation to maintenance and work requests.
- Maintain database of site, building and services throughout the School.
- Assist the Property Manager in daily organisation and coordinating works and schedules.
- Maintain the motor vehicle register, follow up registration records including related payments.
- Ensure that all Council permits, and licences remain current and/or certified.
- Process invoices for the Department, apply budgetary codes, purchase orders, and submit to Property Manager for approval.
- Arrange quotes for goods and services as required.
- Arrange update of School Honour Boards as notified by Department Heads and Housemasters.
- Receiving and actioning queries from internal and external customers.

#### Security:

Undertake administrative support for school security by:

- Maintaining the key register database and ensure sufficient supply of keys available along with managing the distribution of keys and security remotes to staff as required.
- Maintain security database.
- Liaise with security providers and contractors in relation to staff access for alarm systems.
- Arrange extra security patrols and police attendance for special events as and when required.
- Update and Maintain Salto door system and database.
- Check daily security log for any action points or follow up.

### **GENERAL DUTIES AND RESPONSIBILITIES**

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.

- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- 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.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

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

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

