

ST MARGARET'S BERWICK GRAMMAR

St Margaret's Berwick Grammar is a leading non-denominational independent school for boys and girls, from Early Learning to Year 12. Our School aims to be a safe, welcoming, and serene place that offers students outstanding learning opportunities in beautifully curated grounds. Our excellent learning spaces and facilities, set over 2 campuses and 50 acres provide our students with a place to belong and connect in a natural landscape that provides a calm, secure and predictable environment in which to grow and flourish.

With two campuses located in Berwick and Officer the ELC, Junior School, Senior Girls and Before and After School Care are located at the Berwick Campus and Senior Boys located at the Officer Campus. The Berwick Campus also includes buildings and trees with a Heritage overlay.

St Margaret's Berwick Grammar has a zero tolerance for child abuse. The School promotes the safety, wellbeing and inclusion of all children, including those with a disability and those from culturally and or linguistically diverse backgrounds. The School encourages applications from people from culturally and or linguistically diverse backgrounds.

Role	Role Details
Role:	Property and Facilities Manager
Employment Type	Full Time
Department	Property Team
Campus	Berwick and Officer campuses
Reports To	Director of Business Operations
Role Summary	The Property and Facilities Manager provides strategic advice and support to the School regarding the maintenance of all School property, facilities and grounds, Occupational Health and Safety (OHS) compliance, staff management and the management of the Property budget and forecasts. This role includes the administration of energy management, fire protection measures and physical security.
Areas of Responsibility	<p>Key responsibilities include the provision of strategic advice and support to the School in the following areas.</p> <ul style="list-style-type: none"> • Contractor and Sub Contractor Management. • Communication. • Event and Project Management. • Logistics Officer (Emergency Management)

Role	Role Details
	<ul style="list-style-type: none"> • OHS Compliance. • Oversight of minor design, construction and refurbishment projects. • Major Project Design briefs. • Property Operational Management. • Property Team Leadership and Management. • Security Management • Site Development • Site Management and Services
Key Forums / Meetings	<ul style="list-style-type: none"> • Building and Grounds Committee (Council Committee). • Emergency Planning Committee meetings. • Occupational Health and Safety Committee
Key Internal Relationships	<ul style="list-style-type: none"> • Alumni Association. • Building and Grounds Committee (Council Committee). • Executive Team. • Parents and Friends Association. • Risk and Compliance Manager. • St Margaret’s Berwick Grammar staff. • Students, parents and the School community. • Any other relevant associations and governing bodies as required.
External Relationships	<ul style="list-style-type: none"> • Contractors • Suppliers
Communication	<ul style="list-style-type: none"> • Maintain confidentiality in all aspects of the role. • Management of the MyMaintenance system. • Monthly reporting to the Director of Business Operations. • Regular communications with the Risk and Compliance Manager to ensure compliance with VRQA Standard 6 School Infrastructure.
Contractor Management	<ul style="list-style-type: none"> • Develop standards for induction of contractors and or site visitors to ensure legislative and School compliance. • Liaise with suppliers, external organisations and professionals (including collection, storage and review of Safe Work Method Statements – SWMS) • Manage and closely monitor all contracts and relationships with maintenance service providers.

Role	Role Details
	<ul style="list-style-type: none"> Oversee contractors on site including inspection and recording of Job Safety Analysis Sheets (JSA), SWMS, Trade Qualifications, White, Blue or Red Industry Safety Induction cards. Work with the Director of Business Operations to review tender contracts when required. Working with SAM4Schools to develop and maintain an approved contractor list ensuring compliance with Worker Screening legislation in consultation with the Director of Business Operations.
Event and Project Management	<ul style="list-style-type: none"> Coordinate materials and staffing for School events. Ensure that facilities and equipment are set up and packed up as required for school activities and events. Implement and manage approved projects. Working with the Director of Business Operations to prepare project plans for large maintenance projects or capital works projects.
Logistics Officer (Emergency Management)	<ul style="list-style-type: none"> Member of the Emergency Planning Committee for both campuses. Member of the Incident Management Team for both campuses. The Logistics Officer is responsible for securing materials, resources, services and additional staff as required during an emergency. The Logistics Officer meets emergency services at the front gate and directs them to the emergency location. The Logistics Officer plays a key role in emergency response management drills.
OHS Management	<ul style="list-style-type: none"> Member of the Health and Safety Committee. Ensure compliance with safe operating procedures. Ensure electrical items are tagged and tested annually or as required. Ensure that the Property / Maintenance Team is provided with a safe working environment, that OHS obligations are met, and safe working practices are adhered to.
Property Operational Management	<ul style="list-style-type: none"> Assist with the management of incidents, accidents, near misses, hazard reports and corrective actions in a timely manner to prevent recurrence. Assume responsibility for monitoring and controlling financial expenditure to approved budget levels. Develop, schedule and implement preventative maintenance programs for buildings and grounds. Direct and control maintenance of Essential Services to ensure compliance with building regulations, relevant Australian standards, VRQA standards and applicable government ordinances.

Role	Role Details
	<ul style="list-style-type: none"> • Direct maintenance and refurbishment activities to ensure that the School’s buildings, grounds, reticulated services, machinery and plant are kept in good order and condition. • Develop and implement plans for the orderly acquisition, maintenance and replacement of furniture, fittings, operational and support equipment and fitted machinery and plant. • Identify and advise of opportunities for continuous improvement, productivity gains and efficiencies. • Manage day to day maintenance requests. • Manage scheduled maintenance tasks (e.g. tree inspections, fire and emergency equipment inspections). • Manage, monitor and review the processes, procedures and compliance of essential services. • Review all relevant policies and procedures as required.
Security Management	<ul style="list-style-type: none"> • Act as a key contact for the security company and respond to after hours callouts as required. • Allocate keys as required (register on SAM4Schools) • Assume overall responsibility for the daily security of the campuses. • Work collegially with ICT regarding security systems and security cameras.
Site Development	<ul style="list-style-type: none"> • Assist external project managers with site information for major building developments and management of site security. • Manage, supervise and or undertake minor building projects for the School. • Obtain and assess quotes for the proposed purchase of equipment and capital works. • Provide strategic advice to the Principal, the Director of Business Operations and senior staff on property matters. • Support and advise the Buildings and Grounds Committee on matters of strategic importance as they relate to campuses, property and facilities management and major developments. • Work collaboratively with the Director of Business Operations and other staff to develop plans for minor and major works.
Site Maintenance and Services	<ul style="list-style-type: none"> • Attend to security breaches, site services or equipment failure. • Oversee and assist with ongoing maintenance, school development and management of site security. • Develop and implement a preventative maintenance program. • Develop and maintain a register of technical drawings relating to building developments, site services and other relevant plans.

Role	Role Details
	<ul style="list-style-type: none"> • Develop a room numbering and site locations database identifying relevant rooms and spaces throughout both campuses. • Manage the maintenance of building and grounds including gardening, painting, cleaning, air conditioning, pest control, plumbing, electrical and general repairs. • Maintain the School asset register and co-ordinate a regular stocktake of assets.
<p>Property Team Leadership and Management</p>	<ul style="list-style-type: none"> • Conduct and chair weekly meetings with the Property Team to oversee and communicate current and future priorities. • Coordinate staff training (e.g. chain saw qualifications) • Manage and lead the property and grounds staff (Property Team) to ensure a highly motivated, proactive and professional team approach to ensure that activities are effectively and efficiently performed. • Manage induction of property team staff including cleaners, bus drivers, contractors and subcontractors.

This role description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of knowledge and skills. Any additional responsibilities as requested by the Principal shall be determined through consultation and agreement.

There will be occasions when the Property and Facilities Manager will be required to complete tasks in addition to the those listed above. This may require additional hours to be worked.

QUALIFICATIONS

The Property and Facilities Manager will have

- Relevant qualifications in facilities and or property management and or relevant trade qualifications.
- A current Working with Children Check card.
- Current National Police Check.
- Current Driver’s License.

EXPERIENCE AND SKILLS

The Property and Facilities Manager role requires

- **A minimum of 5 years’ experience in a facilities management position** including demonstrated experience in managing maintenance, capital and small works, life cycle planning, work scheduling, people management and contractor management.
- **Attention to detail:** Ensuring that all tasks are completed accurately and thoroughly requires a keen eye for detail.
- **Confidentiality:** The Property and Facilities Manager will maintain confidentiality when dealing with School related issues.

- **Demonstrated experience** with building codes, relevant legislation, Quality Management Systems, Occupational Health and Safety Management systems and Risk Management systems. Previous experience in Risk Ware is an advantage.
- **Previous experience** in conducting regular safety, compliance, asset and maintenance inspections.

KNOWLEDGE, SKILLS AND ATTRIBUTES

- **Excellent communication skills:** High level communication skills, both written and verbal.
- **Problem-solving skills:** High level problem solving, research/investigation and analytical skills. The capacity to identify issues, analyse situations, and develop practical solutions is important for addressing challenges that arise in a school environment.
- **Proficiency in technology:** Familiarity with various software (including MS Office applications) and communication tools is essential for managing tasks, organising information, and staying connected with staff and stakeholders.
- **Leadership Skills** and the ability to work in a collaborative team.
- **Team player:** The Property and Facilities Manager will work well with others, support staff, and contribute to a positive and collaborative work environment.
- **Time management:** Excellent time management skills and ability to multi-task.

PERSONAL QUALITIES

The successful candidate will have:

- Personal Attributes: including honesty and integrity that align with the School's Values and support the School's culture.
- The ability to analyse and evaluate information and data and provide appropriate information and/or recommendations.
- The ability to organise and prioritise projects and tasks.
- The ability to lead and manage other members of staff.
- A commitment to excellent customer service.
- Demonstrated attention to detail and concern for the quality of work produced
- Demonstrated high levels of confidentiality and cultivates credibility and honesty.
- Enthusiasm, commitment and be highly motivated to contribute.
- Flexibility and the ability to adapt and operate effectively in a changing environment.
- High standard of personal presentation.
- Loyalty to the school and commitment to the promotion of continuous improvement and a positive and supportive school culture.
- The ability to operate effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Presents a professional, warm, positive, and welcoming presence.
- Self-motivated and proactive.

THE PROPERTY TEAM

The Property Team is committed to the provision of quality professional services for staff, students and families, which adds value to the School's operations and programs. The Property Team works harmoniously and efficiently, participating in and supporting teamwork, is flexible and open to new ways of doing things and embraces the use of new technologies. The Property Team is committed to the School vision and values (see below).

SCHOOL VISION

To encourage children to strive to be their best self, now and in the future, for the betterment of all humanity and the planet.

We action our Vision through our School's Values

- **COURAGE** to do the right thing.
- **CURIOSITY** to know and learn.
- **CHARACTER** to be one's best self.
- **RESPECT** to live wisely and compassionately with others and the planet.

Our School values of Courage, Curiosity, Character, and Respect have been developed through engagement with key stakeholder groups (students, parents, staff, alumni and our Council) and sit at the heart of our education community, guiding every aspect of our learning and decision making.

Purpose

Growing good people in an intellectually rich, supportive and stimulating environment so that they are ready for life.

COMMITMENT TO CHILD SAFETY

At St Margaret's Berwick Grammar, ensuring every child feels safe is our top priority. We have a zero-tolerance towards child abuse and strive to create a safe and welcoming environment where children feel secure at all times. We foster positive relationships among students, staff, and peers, based on trust and respect. We actively identify and address any potential safety risks for students, taking any concerns about child safety seriously and responding promptly and thoroughly.

Our staff are dedicated to safeguarding students from abuse or harm within the school environment, working with students to establish a supportive and collaborative atmosphere for learning and quality teaching. They adhere to child safe standards and expectations for appropriate behaviour when interacting with children].

DIVERSITY AND INCLUSION

At St Margaret's Berwick Grammar, we prioritize cultural safety and inclusivity for all children, including those from diverse backgrounds and those with disabilities. We believe these principles are essential for the safety of every child. We pay special attention to the safety needs of First Nation students and their families, culturally diverse students, international students, students with disabilities, those who can't live at home, and students who identify as LGBTIQ+ or who may be vulnerable. Any inappropriate or harmful behaviour, such as racism, sexism or homophobia, directed at students based on these or other characteristics, is not tolerated at our school. We take immediate action to address and resolve such instances.

OCCUPATIONAL HEALTH AND SAFETY

All staff are expected to

- Adhere to and implement safe work practices and procedures in accordance with the St Margaret’s and Berwick Grammar Occupational Health and Safety policy.
- Work safely and report any incidents or hazards in accordance with School procedures.
- Monitor and take full care of the health and safety of others within their area of responsibility.
- Participate when required in the resolution of safety issues.

RESPECTFUL WORKPLACE

St Margaret’s Berwick Grammar is committed to creating a respectful and safe workplace for all staff. The School has no tolerance for bullying, discrimination, sexual harassment, or any behaviour that creates a hostile environment. We promote social cohesion, fairness, diversity, inclusion, and psychological safety for all our staff.

STAFF EXPECTATIONS

All staff are expected to

- Conduct themselves with professionalism at all times and in line with all St Margaret’s Berwick Grammar policies and procedures.
- Be a positive voice of support for the School with existing and prospective families, staff and others in the community.

GENERAL TERMS AND CONDITIONS

This appointment will be subject to a satisfactory Working with Children Check as required under the Child Protection (Working With Children) Act 2012 and a Police Check. Our school undertakes several screening tests to ensure the appropriate protection of children in our care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Prepared by:	Risk and Compliance Manager
Approved by:	Principal
Date prepared:	March 2025
Employee Signature:	
Date:	