



STAINES MEMORIAL COLLEGE - Position Description

ITEM:	PROPERTY SERVICES MANAGER		
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REVIEW DATE	1 September 2020		

1. **POSITION TITLE:** Property Services Manager
2. **SECTION/SCHOOL:** Support Services Team
3. **MAIN PURPOSE OF THE JOB:** Leading the Property Services Team, ensure the College facilities are safe, presentable and efficiently working.

All staff at Staines Memorial College are to actively work towards the fulfilment of:

- ⇒ the Mission Statement “*Transforming Lives*”
- ⇒ and Vision Statement “*Building a Community for Eternity*”

We strive to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline, which will encourage students to achieve their full potential for God”.

“Support” means to *carry all or part of the weight and further a cause*. “Service” means *the act of helping or doing work for another or for a community and provision or supplying of a public need*.

Support Services exists to develop and maintain the equipment, grounds and facilities to achieve the mission of the College. In every activity, excellence is to be strived for and practised with humility and dedication. We serve our Lord and Saviour in all tasks and our efforts must exemplify his goodness and grace.

4. **POSITION IN THE COLLEGE**

- DIRECTLY RESPONSIBLE TO:** Principal
- Consulting with:** CCM Facilities Manager & CCM COO - Compliance
- DIRECTLY RESPONSIBLE FOR:** Property Service Team

The Property Team is one of four Support Teams in the college. Other support teams are Administration, Bus, and Welfare.

5. **KEY RESPONSIBILITIES:**

Responsibilities articulated in the College [“Enterprise Agreement”](#) and [“Code of Conduct”](#), apply to all staff.



All staff are to ensure conformance to CCM Ltd values and policies in relation to workplace health and safety, striving towards zero harm. (NB CCM Ltd is the parent company of Staines Memorial College). This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself and others and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

All Staff need to be familiar and act consistent with the “[Behaviour Responsibilities Agreement](#)” which summarizes student, parent and staff responsibilities. (NB This contract is signed by families at enrolment.)

Specific responsibilities for this Position Description follow.

- Integrate faith, learning and practice. This will include providing Christian guidance and encouragement to property staff and then to students as appropriate. (Details of faith standards are articulated in the document [Christian Professional Standards for Support staff](#).)
- Implement the College Maintenance Plan, developing and refining where appropriate.
- Oversight of Workplace Health & Safety compliance of College facilities and equipment, working in partnership with the College WH&S advisor.
- Ensure maintenance processes of all tools and other equipment utilised is to a serviceable Workplace Health and Safe standard.
- Establish and maintain positive relationships with students, staff and parents.
- Assist in identification of suitable staff – relief and permanent.
- Assist the personal and professional development of your team.
- Coordinate training opportunities for Property staff.
- Direct, and supervise as required, facilities maintenance and improvement.
- Direct, and supervise as required, ground maintenance and improvement tasks.
- Direct, and supervise as required, facilities cleaning tasks.



- Develop the Property Services Budget in consultation with Principal. This will involve identifying future expected costs of new and replacement items, including classroom furniture.
- Supervise the Property Services Budget, working closely with our Administration Assistant responsible for the accounts.
- Oversee procurement of College equipment.
- Contribute to facilities development planning and oversight of implementation of planning, in partnership with the Principal and relevant CCM personnel.
- Oversight of payroll aspects as it relates to Property Services staff. E.g. Ensure property staff pay advice is electronically submitted each fortnight electronically, liaising with CCM payroll to any changes to hours worked. (The fortnightly responsibility maybe delegated to your deputy / assistant.)
- Coordinate leave of property staff to ensure continuing functional operations.
- Support the full range of teaching activities, as able and appropriate
- Carry out administrative duties as required, particularly maintenance of registers
- Attend relevant staff meetings and other training and development sessions, as required.

6. **ESSENTIAL QUALIFICATIONS:**

Consistent with the Biblical basis of the College and with God's enabling, live as God's servant, bringing His Kingdom to earth. *Matt 6:9-14, Matt 22:37-39, Matt 28:18-20*

Accept and uphold the company's [Statement of Faith](#).

Be committed to the College Ethos, Mission, Vision and Policies and Procedures of Staines as they relate to the scope of their position.

The Property Services Manager needs to:

- Be a person of Christian faith and integrity.
- Enjoy working around children / young people.
- Perform at the "experienced" level of the three standards as articulated in the [Christian Professional Standards for Support staff](#).
- Be a team leader, effectively and efficiently deploying staff and contractors to ensure the College facilities remain functional and cost effective.
- Lead the team to work well cooperatively and with integrity.
- Be well organised.
- Be patient in dealing with staff and students of differing abilities and personalities.
- Be able to communicate simply and clearly.
- Good at problem solving.



- Possess an effective working knowledge of Microsoft Office products, i.e. SharePoint, Outlook, Excel and Word.
- Act consistently within the framework of the Staines Policies and Procedures, as they relate to the scope of their position.
- Be committed to personal growth and professional development of Property Services personnel.
- Hold a current Positive Notice Blue Card for Child Related Employment.

7. DESIRABLE QUALIFICATIONS / SKILLS:

- Similar related experience
- Self-motivated
- Hold a current Senior First Aid Certificate
- Hold a current Electrical Test & Tag qualification