

# PERTH WALDORF SCHOOL

## Position Description

### Perth Waldorf School Building Projects Support Officer 0.4FTE (2 Days)

*“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment”*

**Where:** The school is located in a bushland setting in the southern suburbs of Perth, Australia (approx. 20 minutes from the CBD). Nearby is the popular and cosmopolitan town of Fremantle and the school is only 15 minutes from the coast. We provide a full Steiner curriculum from Playgroup to Class 12.

In this role, the Building Projects Officer will provide support to PWS building projects. Supporting the selection of and working with the project managers / designers and architects assigned to various building projects. In this role you will also oversee bushfire management and work collaboratively and as a team member with internal & external stakeholders including contractors, the City of Cockburn, DEFES and any other specialists as required.

You will be employed by the School Administrator and the role will be directed by, in collaboration with and reporting to the School Administration Coordinator.

The role includes but is not limited to the following:

- Effectively and efficiently manage assigned capital building projects.
- Effectively communicate with stakeholders to ensure positive outcomes for each assigned project building.
- Ensure appropriate process control documentation is prepared and presented to Management. (Approvals required before any works commence).
- Provide competent management of human and financial resources, following school procedures.
- Report regularly to the School Administration Coordinator and give updates on the projects.
- Ensure the budget for each project is managed and at least monthly meetings with the Finance Coordinator for each project are held.
- Monitor the budget on each project from start to finish in consultation with the Finance Coordinator and Administration Coordinator.
- Have an understanding and ability to implement policies and practices relating to the School Registration Standard 5 (Premises), available at <https://www.education.wa.edu.au/non-government-school-registration>
- Demonstrate an ability to liaise effectively with Faculty Coordinators, staff, parents, architects (if required), builders, contractors, draftsmen, designers etc.
- Have an ability to gain the co-operation and support of other stakeholders including the College of Teachers and School Council to achieve set objectives.
- Social and emotional intelligence sufficient to communicate clearly with staff, Faculty Coordinators, and specialist contractors.
- Written communication skills to effectively prepare reports to the School Council, and internal reports and external correspondence on matters relating to the position.
- Ability to respond positively to change within the School and demonstrate respect to all stakeholders.
- Liaising with outside specialists in relation to Bushfire Consultation and keeping abreast of changes and updating school Management of these changes.
- In collaboration with the Administration Coordinator assisting in coordinating the Bushfire drills / evacuation scenarios.
- Sound knowledge of project management principles, including construction management.

- Demonstrated ability to manage capital building projects, including construction management and process control documentation.
- Demonstrated ability to manage human and financial resources.
- Demonstrated high level reflective thinking, interpersonal skills, oral and written communication and relationship building skills.
- An openness to the essential ethos of Steiner education at the heart of the school.

This position will be subject to a three-month review and a six month probation period. The role is part-time; however, consideration will be given to applicants who require flexibility around hours / days of work as the hours may vary depending on what is required with each project.

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