



POSITION DESCRIPTION PROPERTY & SERVICES SUPERVISOR

Document Control and Change History.

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Reviewed		



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION PROPERTY & SERVICES SUPERVISOR

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational, non-denominational Christian day school catering for approximately 1400 students from Kindergarten to Year 12. The College is committed to providing a safe, supportive and high-quality learning environment underpinned by Christian values and a culture of excellence, service and care.

The College maintains modern facilities and infrastructure designed to support creativity, innovation and effective learning while ensuring compliance with statutory, regulatory and safety requirements.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to positively influence the world around, for the glory of God.

Section 3. The Position

Title

Property & Services Coordinator

Section/Department/Learning Area

Property & Services

Tenure and Workload

Permanent full-time (1.0FTE) position, subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Property & Services Supervisor reports to the Property & Services Manager and works closely with the Director of Corporate Services, maintenance staff, grounds staff and contractors.

Section 6. Duties and Responsibilities

Overview

The Property & Services Supervisor supports the Property & Services Manager in coordinating, supervising and delivering property, maintenance and services operations across the College. The role provides a key operational link between management and maintenance staff, ensuring efficient workflow, compliance and responsiveness to College needs.

Christian Values

The role requires commitment to the Christian ethos of the College through modelling Christian behaviour, building positive relationships, striving for excellence and acting in the best interests of the College.

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Always acting in the best interests of the College, the Association and its ethos.

Key Responsibilities

➤ Operational Support

- Coordinate day-to-day maintenance activities and staff requests and operational priorities
- Assist in the coordination, delivery, and recording of preventative and reactive maintenance programs
- Coordinate contractors and oversee routine works

➤ Maintenance and Grounds

- Assist with supervision, scheduling of maintenance and grounds staff
- Actively work alongside maintenance and grounds staff to complete operational tasks when required
- Assist with the planning and delivery of building and property maintenance activities
- Assist with the planning and delivery of grounds and garden maintenance activities

➤ Contractor and Services Coordination

- Liaise with regular and adhoc contractors and service providers to support operational requirements
- Coordinate and oversee routine and scheduled programs and inspections
- Support contractor inductions, site coordination and compliance documentation
- Support the P&S Manager with tendering, contract reviews and service evaluations as required

➤ Administration and Systems

- Manage Property & Services communications, job tickets and records
- Maintain accurate documentation, records, reports and compliance records
- Coordinate booking processes for internal and external use of College facilities
- Assist with the issue, track and maintain key allocations for staff
- Create requisitions in the school's Management system and liaise with the finance team to ensure accurate creditor details

- **Workplace Safety and Compliance**
 - Assist with safety audits, inspections and compliance activities
 - Assist in traffic management, event setups and site safety planning
 - Apply Workplace Health and Safety practices in line with College WSH policies and procedures
- **Projects and Improvement**
 - Assist in minor capital works and facility improvement projects
 - Contribute to the ongoing improvement of systems, processes and service delivery
- **Workplace Health and Safety:**
 - Undertake and apply Workplace Health and Safety practices in the workplace to ensure safety of self and others and comply with College WSH policies and procedures.
- **Other Duties relating to the Position:**
 - Undertake associated duties as directed by the Property & Services Manager

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
7. Must be able to successfully complete and maintain a Fit for Work assessment relevant to the physical requirements of the role
8. Current First Aid (HLTAID004) Certificate.
9. Current and valid WA Driving Licence.

Essential

1. Relevant experience in property, facilities or maintenance coordination.
2. Strong organisational and communication skills.
3. Ability to work collaboratively in a team-based environment
4. Sound computer literacy and ability to use Microsoft suite and maintenance systems
5. Demonstrate initiative and possess the ability to be proactive when approaching tasks.
6. Commitment to the Christian ethos and values of the College

Desirable

1. Experience in a school or complex operational environment
2. Knowledge of workplace safety and compliance requirements

3. Experience coordinating contractors, services or projects

Section 8. Application

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form is available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au

Applications Close: 9am, Monday, April 20, 2026.

Peter Burton
Principal
March 2026