

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: College Property Manager

Responsible to: Director of Finance and Operations

Job Purpose: The Property Manager is responsible for the daily management and maintenance of the College grounds. Leading the Maintenance and Grounds team and external contractors to be able to present the College to all visitors in a safe, working and professional manner.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Maintenance of College buildings including the ongoing development of a program of maintenance and minor works development (including project budget, schedule and contractors).
3. Leadership of property and grounds staff team. Together complete day to day maintenance to ensure continuity and safe operation of the College.
4. Grounds and gardens development, pest control, waste management and maintenance services.
5. Management of property and grounds maintenance contracts – including assess quotations from contractors and suppliers. Oversee contractors' safety, compliance requirements and access (keys).
6. Monitor and maintain College utility services (including Fire Services).
7. Reports regularly to the Principal and Director for Finance and Operations regarding property and maintenance matters with the College.
8. Actively contribute to the provision of a safe working environment within the College including reporting incidents.
9. Participation in the Occupational Health and Safety Committee and implementation of Occupational Health and Safety plans related to property and grounds developed by the committee.

10. Management of logistical support for special events (for example assemblies, parent meetings, Open Day) and otherwise as required.
- ~~11. Management of College bus fleet.~~

Selection Criteria

Essential

1. Demonstrated commitment and actively contribute to the Mission and Christian culture of the College. Lead the Maintenance and Grounds team by role modelling the Kennedy values in all aspects of the role.
2. Effective interpersonal (verbal, written) skills to liaise and negotiate with internal and external stakeholders (including trade contractors).
3. Demonstrated organisational skills – servicing all levels of the College.
4. Sound knowledge and experience in facilities maintenance and grounds management within a school environment.
5. Demonstrated sense of ownership of the College.
6. Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills.
7. Proven ability to lead a proactive and pragmatic problem-solving maintenance team including being hands-on in maintaining the College.
8. Be able to represent the College professionally towards staff, students and the broader College community.
9. A relevant trade qualification.

Desirable

1. Current HR license or willingness to obtain.
2. Other relevant licenses or tickets (ie. EWP, etc)

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.