



Nowra Anglican College is a respectful community, grounded in Christ's compassion, learning to live with wisdom.

Position Title	Property Services Officer Permanent Full Time
Appointed by	Business Manager
Responsible to	Properties Manager
Key working relationships	Contractors, Teaching & Administration Staff, Students & Parents
Last Reviewed	November 2021
Position Overview	The College appoints Christian staff who are energetic, innovative and committed to the ethos of independent, Christian education in the Anglican tradition. The Property Services Officer will assist the Properties Manager to ensure the College's property and facilities are being managed and maintained.
Preamble	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.
Who are we, and what do we commit to?	<p><i>Our Vision</i> To be a community of learners, living and serving in Christ's world.</p> <p><i>Our Mission</i> To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p><i>Our Values</i> Respect   Compassion   Wisdom</p> <p>All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the wider community.</p>
Involvement in the Life of the School	<p>This will involve:</p> <ol style="list-style-type: none"> <li>1. Attendance at Staff Devotions</li> <li>2. Attendance at other staff and committee meetings/functions when required</li> </ol>

Duties	<p>Projects</p> <ul style="list-style-type: none"> <li>• Lead minor capital works projects</li> <li>• Perform project tasks using trade skills</li> </ul> <p>Building &amp; Property Maintenance</p> <ul style="list-style-type: none"> <li>• Assist the Property Manager with the maintenance schedule, and liaise with trades and other contractors as required.</li> <li>• Perform general maintenance tasks as required via the maintenance queue using trade skills.</li> </ul> <p>Fleet Maintenance</p> <ul style="list-style-type: none"> <li>• Manage registration activities and liaise with the Fleet Manager from Group Office. The Properties Services Officer will require a heavy rigid drivers licence.</li> <li>• Conduct general inspections to ensure that all vehicles and trailers are in good working condition.</li> </ul> <p>Events</p> <ul style="list-style-type: none"> <li>• Assist the Properties Manager as directed to ensure events are set up and pulled down.</li> <li>• Drive the NAC buses to support internal and external events as required. This is primarily to support the College in peak times eg Wednesday morning sport, Duke of Ed excursion or to back fill the current College bus driver should they be sick or on leave.</li> </ul> <p>WHS</p> <ul style="list-style-type: none"> <li>• Conduct inspections and safety audits as directed by the Properties Manager.</li> </ul> <p>Security</p> <ul style="list-style-type: none"> <li>• Daily unlock of school. This time should be used to check the school grounds and buildings for damage, graffiti and any other problems.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Perform other duties as directed by the Properties Manager.</li> </ul>
Key Selection Criteria	<ol style="list-style-type: none"> <li>1. Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of the Anglican Schools Corporation.</li> <li>2. Interaction with others in ways that are consistent with Christian beliefs and values.</li> <li>3. Meets minimum qualifications.</li> <li>4. Good organisational and time management skills.</li> <li>5. Good interpersonal and communication skills.</li> <li>6. Willingness to take on additional studies in Facilities Management.</li> </ol>
Workplace Health & Safety	<p>The Property Services Officer will comply with all relevant policies and procedures relating to Workplace Health &amp; Safety and report all hazards and unsafe workplace practises to the Health &amp; Safety Committee.</p>
Working With Children Check	<p>The Property Services Officer will have Working With Children Check clearance and comply with all relevant policies relating to Working with Children.</p>



Qualifications & Experience	<p>The Property Services Officer will hold a trade qualification.</p> <ul style="list-style-type: none"><li>- At least 3 years trade experience within the building/construction industry</li><li>- Experience in property/facility management preferred</li><li>- NSW drivers licence is mandatory</li><li>- Heavy Rigid drivers licence or willingness to obtain licence</li><li>- Elevated Work Platform (EWP) Yellow Card, Working at Heights Certificate is required or obtained within 12 months of employment</li><li>- White Card mandatory</li></ul>
Appraisal	All members of staff will take part in the School's appraisal system which has at its core the aim to assist staff to develop their skills and abilities.
Hours of Work	The hours of work will be from 7:15am – 3:20pm Monday – Friday.
Name of Position Holder	
Signature	
Date	
Head of TAS	
Signature	
Date	