

# Position Description



*Position:* **Property Assistant**

*Reporting to:* Property Manager

*Type of Position:* Permanent

*Review Date:* November 2025

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## Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Human Resources Officer frequently interacts with staff and the wider College community during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

## POSITION OVERVIEW:

The Property Assistant is responsible for supporting the Property Department in meeting its key objectives, working with the Property Manager to prioritise and complete maintenance and grounds tasks. This includes managing contractors and providing a safe environment for staff and students. This role will also assist the Property Manager in implementing and updating systems to ensure the ongoing and sustainable delivery of high-quality service and outcomes from the team.

## **POSITION RESPONSIBILITIES:**

### Property and Grounds Maintenance

- Work with the Property Manager to prioritise and complete tasks to provide a safe environment for staff and students.
- Attend to property and grounds maintenance tasks as directed by the Property Manager.

### Maintenance Scheduling

- Assist with the development, maintenance and implementation of a routine maintenance regime
- Maintain service records
- Assist with organising external contractors to complete works
- Assist the Property Manager with Long Term Strategic facility planning including replacements, upgrades, new buildings

### Purchasing and Procurement

- Seeking quotes as directed by the Property Manager
- Assist in establishing a preferred subcontractors panel
- Ensure correct purchasing procedures are being adhered to

### Quality Management

- Focus on quality outcomes and service.
- Pre-emptively identify areas of low quality and work toward their rectification moving toward a proactive than reactive approach to defect rectification
- Perform regular facilities inspections

### Safety

- Assist the Property Manager and Business Manager with the implementation and ongoing adoption of a comprehensive safety system.
- Be informed of OHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Bayside Christian College OHS Protocol.
- Identify OHS information and training needs for self.
- Be involved in OHS projects according to priorities set by consultative processes and management direction.
- Comply with safe work procedures as instructed by manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to in accordance to the College's OHS incident reporting procedures.

### Administration

- Assist with continuous improvement across the Property Department
- Provide feedback and recommendations to improve work practices, outcomes, safety, etc
- Maintain asset registers of key items
- Maintain a compliance registers
- Collate reports in a timely manner when required

### Other Duties

- Ability to work outside of College hours if required.
- Perform various other duties as required by the Property Manager and Business Manager

**PERSON SPECIFICATIONS:**

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Personable and exceptional interpersonal skills
- Good organisational ability, capacity to manage several concurrent tasks and excellent attention to detail
- A high standard of professionalism, confidentiality and integrity
- Displays initiative, flexibility, common sense and problem-solving ability
- Excellent time management skills with the ability to set priorities, meet deadlines, work efficiently, and capacity to perform under pressure
- Adherence to and acceptance of the College's Statement of Beliefs is an essential condition of employment.

**POSITION REQUIREMENTS:**

Essential Criteria

- Qualifications in property or facility management
- Knowledge of the Occupational Health & Safety legislation and Codes of Practice
- Demonstrated analytical, problem solving, time management and project management skills
- Understanding of procurement of contractors and services
- Demonstrated commitment to customer service excellence
- Demonstrated solutions-focus
- Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes
- Current driver's licence

**REPORTING**

- In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. In their day-to-day duties, the position is responsible to the Property Manager (the Supervisor).

*It is a requirement of this position that the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct, including the Child Safe Standards, are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct.*

*This Position Description may change at the discretion of the Principal; it is subject to annual review.*