**Position/ Job Description: Property Service Manager – 1 Year Contract – 0.5 FTE**

An exciting opportunity exists for a professional and highly motivated individual to join our passionate and committed staff. Playford College is an Islamic school and serves the communities of the Northern Suburbs with over 350 enrolments from Foundation to Year 10, expanding to Year 11 in 2021. Our staff strives to learn and grow together and support each other’s unique gifts and talents so that we can best meet the needs of our students and their families.

Playford College seeks applications from a suitably qualified and experienced Property Service Manager for a part time position commencing 1st October 2020.

As a Property Service Manager, you will work with School Leadership to prioritise and manage the College’s projects and property maintenance and services to improve and maintain the safety, productivity and efficiency at Playford College.

**About the role:**

Duties include but are not limited to the following:

* Co-ordinate maintenance of all school property and programming tasks, including investigation and design requirements necessary to implement changes to existing systems and project management responsibilities for small to medium scale capital works projects.
* Develop and supervise contractual arrangements with external contractors suppliers, consultants and relevant local and state government authorities as required and as directed by School Leadership.
* Prepare maintenance and capital work reports and write work proposals for submissions to the School Leadership team and external bodies.
* Organise cost estimates for capital works projects and manage the projects within the agreed budget and timeframe criteria.
* Manage a range of functions (e.g. supervisor/manager property services group).
* Co-ordinate with setting up and dismantling of areas as required.
* Ensure that work is done in accordance with Workplace Health and Safety obligations and is carried out in a manner as to not interfere with the College's activities.
* Ensure that all equipment for use in the College is maintained to a high standard.
* Actively manage Property Services staff including the prioritisation of duties and tasks both short and long term.
* Perform general maintenance work, which may include trade accredited skills.
* Other related duties, within the capabilities of the Property Services Manager, as directed by the Leadership Team or their delegate.

**Key Result Areas:**

* Achieve on-time and on-budget delivery of capital works projects.
* Deliver a plan for the annual Property Services expense budgets, both capital and re-current.
* Be able to complete general maintenance work by himself or herself.
* Build cooperative and supportive relationships with staff, students and parents.
* Ensure the Principal is informed of activities, proposed new initiatives and recommendations for infrastructure improvement within the School.

**Skills and experience:**

The successful applicant will possess the following skills and experience:

* Qualifications and experience relevant to property management.
* A building trade qualification certificate (certificate 3 or above) or worked in the construction industry.
* Management and supervisory experience.
* Superior organisational skills with the ability to set goals, prioritise work, manage multiple tasks and meet set deadlines.
* Self-motivation and the ability to work independently and with initiative.
* Willingness to lead and work together with team members.
* Have the ability to effectively communicate with a range of people from within the school community and external tradesmen.
* Good knowledge of safe work practices and WHS requirements.
* Valid and current SA Driver’s Licence.
* Computer literacy.

The successful applicant will also need to undergo a medical assessment and hold a DHS Working with Children Check before commencing duties.

Annual salary will be determined as per *Playford College Pay & Classification Schedule*.

**How to Apply:**

Applicants need to:

* Attach a cover letter addressing the above-mentioned criteria.
* Attach their resume.
* Attach any relevant qualifications.
* Provide contact details of three professional referees.
* Have completed, or be in the process of obtaining, their Working with Children Check.
* Email an application to [enquiries@playfordcollege.sa.edu.au](mailto:enquiries@playfordcollege.sa.edu.au)

For more specific information about the position, please contact Playford College Admin on 08 8252 3044.

**Application Closing Date:**

Thursday 17th September 2020

**Application Declaration**

**(Teaching and General Staff positions)**

***This form must be attached to all applications and all areas must be completed.***

**Section A: Personal Details:**

Title: \_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Citizen:

Current DCSI or WWCC: Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Registration (if applicable): Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mandatory Notification (RAN): Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid: Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Position Details**

|  |  |  |
| --- | --- | --- |
| Position applying for |  | |
| Application closing date |  | |
| Relevant Formal Qualifications  (eg Dip Ed, B.Ed, Cert IV etc.) |  | |
| Current position held and years of service |  | |
| Notice period required |  | |
| Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you) |  |  |
|  |  |

**Section C: Declaration**

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

|  |  |
| --- | --- |
| Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate ‘no’, where an expiation notice only was received) |  |
| Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance? |  |
| Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee? |  |
| Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service? |  |
| Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? |  |
| (If applicable) Do you have any conditions on your SA Teachers Registration? |  |

**Please note: if you answer ‘Yes’ to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

**Declaration:**

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: Checklist (documents to be included in your application)**

Playford College Application Declaration (signed and dated) ☐

Cover Letter / Application ☐

Current Resume ☐

Teachers Registration (if applicable) ☐