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**POSITION DETAILS:**

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<b>Position Title:</b>	<b>Facilities Manager</b>
<b>Group:</b>	Facilities
<b>Supervisor:</b>	<b>Director of Business &amp; Operations</b>
<b>Direct Reports:</b>	Maintenance Team Groundskeeping Team ( <i>Internal or Contractor</i> ) Cleaning Team ( <i>Internal or Contractor</i> ) Logistical Support Officer
<b>Classification:</b>	Level 6
<b>Date of Last Review:</b>	July 2024

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**PRIMARY ROLE/PURPOSE:**

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The Facilities Manager plays a crucial role at St Paul's School by maintaining high standards for resources and facilities, directly supporting the School's mission to provide a dynamic, effective, and caring environment. This position is essential in fostering a student-centered atmosphere.

**Expectations**

The Facilities Manager is expected to exhibit comprehensive knowledge in facilities maintenance and a commercial approach to resource utilisation. This includes managing building and Capital Works construction projects, as well as coordinating and supervising a team.

The role requires initiative and diligence, with the ability to work autonomously while also engaging effectively with various stakeholders. The Facilities Manager must lead a dynamic team to achieve deadlines and maintain effective relationships within the wider St Paul's community.

Effective performance in this role entails unequivocal support for the Anglican Ethos of St Paul's School.

**Overall**

The Facilities Manager oversees all aspects of facility and equipment maintenance, construction coordination, and contract management at St Paul's School. This role involves developing and implementing maintenance strategies, managing budgets, ensuring compliance with safety regulations, and liaising with internal and external stakeholders.

The Facilities Manager is responsible for maintaining high standards for the School's physical environment, supporting school activities, and leading a dynamic team to deliver efficient and effective maintenance, groundskeeping and cleaning services, all while upholding the School's Anglican Ethos.

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**LEVEL CLASSIFICATION REQUIREMENTS:**

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This position has been classified at this level in accordance with the School's requirements, and in line with the current Queensland Anglican Enterprise Agreement. The expectations and requirements for employees at this level are in accordance with the Enterprise Agreement's overview and characteristics for this level, as listed below:

- The characteristics and job criteria for this level are additional to all the relevant characteristics and criteria of any preceding or lower level(s). Level six requires extensive and relevant experience with formal qualifications at the degree level. Post graduate qualifications may be required. Employees will generally be accountable for the quality of output of a section or function within the School. Work will usually involve supervisory responsibilities (e.g. job training, staff assessment and performance counselling) and the management of the work of administrative officers and other staff, assigning and outlining the work, advising on administrative problems, and revising work for accuracy and adequacy. Employees will require very high communication skills and their work may require initiative in the application of professional practices, professional advice to staff and students and a wide range of internal and external stakeholders of the School. Little or no supervision is required, and is normally exercised through a reporting structure involving both a review of operations and recommendations. Employee may have designated responsibility for work under their control and may be responsible for the setting and achieving of objectives by a work section and its staff.
- Sufficient experience at a professional level or training to enable the Employee to carry out their assigned duties. Formal qualifications at degree level are required, along with relevant post graduate qualifications or extensive and relevant experience as required by the School to reflect the higher levels of professional outcomes.
- Employees possess professional knowledge and skill to provide independent advice on the operation of the section. Employees will use initiative in self-directed development and application of expert knowledge with extensive recognised expertise in some areas. Significant discretion and independent judgement are required within constraints set by School management. A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts. A high proportion of competencies involve significant scope and/or complex, specialised or professional functions. Duties of an innovative and/or critical nature are undertaken within a professional management framework and initiative is exercised in the application of professional practices
- Employees are responsible for their own work and are subject to stated objectives and professional standards. Performance is measured against achievement of targets, introduction of new initiatives, competent handling of the supervision function and overall performance of section controlled.

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**KEY ACCOUNTABILITIES:**

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**Strategies and Plans**

- Participate with the review, development, and implementation of maintenance strategies. This includes preventative maintenance procedures, to ensure effective provision of serviceable equipment for the School.
- Coordinate construction plans, general maintenance with School activities and requirements.
- Prepare long term forecasts of expenditure, including periodic updates.
- Manage facilities-related contracts (*e.g. cleaning and grounds*), and provide expertise during tender processes as required.

- Oversee, update, and own the Emergency Lockdown and Evacuation Plan & Procedure as Chief Warden, coordinating with relevant staff such as the Deputy Chief Warden and Risk & Compliance Manager as needed.
- Annual development of, and tracking against, a detailed maintenance plan.

### **Repairs and Maintenance**

- Coordinate and monitor the School's general repair and maintenance program.
- Coordinate and monitor preventative and reactive maintenance on buildings and School equipment.
- Ensure School facilities and equipment are maintained in accordance with Workplace Health and Safety, Risk Management and Manufacturer's specifications, and other legislation.
- Maintain fire protection equipment - automatic and manual.
- Maintain all reticulated service mains - water, sewerage, stormwater, and hot water.
- Monitor payment of invoices in accordance with the Schools Financial Delegations Policy.
- Review maintenance statistics and provide recommendations to the Director of Business & Operations.
- Track expenditure relating to maintenance.

### **Budgeting and Financial Management**

- Assist in the preparation of the annual budget for buildings and grounds
- Monitor costs against the approved budget, taking appropriate action where required to manage the budget.
- Code and authorise payment of Contractors in accordance with the Financial Delegations Policy.
- Ensure the timely issuing of invoices to external parties hiring school facilities.
- Undertake financial analysis of expenses to identify cost savings on a monthly basis.

### **Facilities Management**

- Monitor and coordinate the replacement, maintenance and overall condition of School assets and facilities, including repairs, cleanliness, and periodic servicing requirements.
- Coordinate any changes in premises and relocation of staff and equipment.
- Maintain accurate records and log sheets of asset usage, maintenance schedules and portable items.
- Undertake regular equipment inspections to ensure compliance with safety standards.
- Oversee the School's security system, and ensure it is appropriate and capable of utilisation.
- Manage and monitor the booking and hiring of School facilities, ensuring suitable supervision of equipment and facilities, and associated agreements and invoicing.
- Maintain a register of hire and adequate booking system that ensures sufficient consultation and communication with relevant staff as to external activities.
- Coordinate the procurement and implementation of property and equipment for the School, (moves, adds, changes), including Capital Expenditure Projects ensuring accurate and timely completion and recording.
- Assist with the planning and set up of facilities and equipment to support planned activities and marketing events.
- Order and maintain stocks of beverages (alcoholic and non-alcoholic drinks) for staff functions, including responsible storage.

### **External Providers**

- Ensure subcontractors are qualified and insured and that all work is completed to the required standard.
- Track receipt of relevant contractor documentation (Insurance and WH&S coverage, return of signed agreement, payment claims, defect periods and warranty claims).
- Work with Contractors to provide instructions and resolve issues that may arise.
- Work with the Principal & Director of Business & Operations to set and monitor performance standards for external service providers and contractors.
- Ensure all external providers are adhering to the School's sign in procedures.

- Track delivery of services including materials, labour and tasks completed by contractors.

### **Stakeholder Relations**

- Maintain positive relationships with all internal staff, external providers, and community.
- Meet with staff to discuss any needs or issues relating to the School and provide information and/or assistance to staff.
- Communicate the maintenance schedule to School staff as appropriate.
- Respond to issues/questions raised by School staff.
- Management relationships with external lease arrangements, including but not limited to.
  - YMCA – Outside School Hours Care (*Lease directly with School*)
  - Jump Up 4 Kids – Occupational Therapy (*Lease directly with School*)
  - Dance Direction Queensland – Dance School (*Lease directly with School*)
  - AEIOU – Day-care for children with Autism (*Lease directly with Diocese*)

### **School Safety Officer**

- Have in depth knowledge of, and comply with, current Workplace Health & Safety legislation.
- Liaise with the relevant Diocesan WH&S Officer as required.
- Manage and action Accident & Incident Report Forms promptly.
- Identify School risks and hazards, in liaison with the Risk & Compliance Manager.
- Review WH&S policies and procedures, in liaison with the Risk & Compliance Manager.
- Chair the WH&S Committee.

### **Other**

- Management of Caretaker availability schedule.
- Manage the delivery of stock and equipment through the dock with the Logistics Officer.
- Additional duties as allocated by the Director of Business & Operations.

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## **KEY SELECTION CRITERIA:**

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### **Qualifications**

- Building Trade certificate or equivalent.
- Diploma qualification in Building & Construction Management would be an advantage.

### **Essential Skills and Requirements**

- Experience in building, project management and grounds maintenance or five or more years' experience in a similar position.
- A Workplace Health & Safety qualification would be highly regarded.
- Experience in managing a budget, and associated tracking and analysis.
- Experience working in a School setting would be an advantage.
- Experience managing an internal groundskeeping team would be an advantage.
- Experience managing an internal maintenance team would be an advantage.
- Experience managing a contracted cleaning team would be an advantage.
- Proven expertise in facilities and property management practices and principles, with a strong track record of applying them effectively, preferably within an educational setting, including project management and coordination.
- Demonstrated capability in coordinating and overseeing contractors at all levels, including readiness to respond to after-hours emergencies as needed.
- Strong consultative skills demonstrated through effective communication with internal and external stakeholders and other relevant parties.
- Demonstrated Leadership skills.
- Demonstrated experience motivating and mentoring a team to achieve outcomes under tight timeframes and high pressure.

- Ability to work successfully both individually and as a member of a team providing quality services with a client service and projecting a professional image.
- Competent in computer skills (Microsoft Suite specifically).
- A professional and courteous manner in all forms of communication.
- A high level of organisational and interpersonal skills.
- A high level of communication, written and verbal skills.
- Ability to find solutions through collaboration and problem solving.
- An approach to management characterised by a work ethic aligned with servant leadership.
- Ability to work to deadlines.
- Ability to work effectively with minimal explicit direction and supervision,
- High level of professional standards and conduct.
- Willing support for the Anglican Ethos of the School.
- Possession of a current Blue Card (Working with Children Check by Blue Card Services). This is non-negotiable. **The successful candidate must have a current Blue Card before commencing work at the School.**
- Agree to undergo a Criminal History/Police Check conducted by the School.
- Agree to be checked against the [Anglican Church's National Professional Standards Register](#).
- **Must be an Australian resident and eligible to work in Australia.**

#### Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the possession of a current Blue Card (Working with Children Check by Blue Card Services);
- Should the Police Check or Blue Card reveal a negative outcome, this position will be immediately withdrawn.

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#### AUTHORISATION:

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I hereby agree that this Position Description accurately reflects work requirements.

**Principal**

John O'Sullivan Williams



01 July 2024

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Name

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Signature

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Date

**Facilities Manager**

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Name

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Signature

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Date

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**ETHOS STATEMENT**

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**The School’s Purpose** is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

**The School’s Vision** is “Transforming educational thinking and practice.”

**The School’s Values** are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

**We value Faith** believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

**We value Learning** where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.

**We value Community** where:

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice, and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

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## **SCHOOL EXPECTATIONS**

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All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

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## **ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT**

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Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.