



KINROSS WOLAROI
— SCHOOL —

Assistant Property Manager

Candidate Information Pack

Closing date: 30 April 2019

April 2019



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

Further information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.



About the position

The role of the Assistant Property Manager

The Assistant Property Manager is responsible for supporting the Property Department in meeting its key objectives and putting in place systems to ensure the ongoing and sustainable delivery of high quality service and outcomes from the team.

The Assistant Property Manager will liaise with:

- The United Methodist Church in Australia
- School Heads of Department
- External Vendors & Suppliers
- Faculty Leadership
- Staff
- Statutory Bodies

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Property Maintenance	Attend to Facilities maintenance tasks as directed by the Facilities Manager
Management of the Cleaning Team	<p>Ensure high standards of quality and customer service are established and maintained</p> <p>Provide ongoing constructive staff feedback to assist staff with their understanding of the role</p> <p>Ensure the structure of the team maximizes output and achieves maximum results</p> <p>Create and utilize:</p> <ul style="list-style-type: none"> - quality checklists to ensure benchmarking as well as ensuring clarity to staff on what is required and expected - bench level instructions to aid with the achievement of items detailed in the quality checklists - holiday works plans so that areas that cannot be addressed during term time are completed <p>Complete a comprehensive review of chemicals used to ensure that the correct composition of chemicals are being utilized</p>
Maintenance Scheduling	<p>Assist with the development, maintenance and implementation of a routine maintenance regime</p> <p>Maintain service records</p> <p>Assist with organising external contractors to complete works not undertaken by the KWS Maintenance Team</p> <p>Assist the Property Manager with Long Term Strategic facility planning including replacements, upgrades, new buildings</p>
Purchasing and Procurement	<p>General ordering</p> <p>Seeking quotes</p> <p>Assist the Facilities Manager to implement preventative maintenance contracts</p> <p>Assist in establishing a preferred subcontractors panel</p> <p>Ensure correct purchasing procedures are being adhered to</p>



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Key Word	Duties
Quality Management	<p>Across all Property team, improve the focus on quality outcomes and service.</p> <ul style="list-style-type: none"> - Identify teams that finish one job exceptionally before moving on to the next - Pre-emptively identify areas of low quality and work toward their rectification moving toward a proactive than reactive approach to defect rectification <p>Assist in the planning and implementation of a quality framework for the Property team</p> <p>Perform regular facilities inspections and audit condition</p> <p>Assist the maintenance staff with maintenance and repairs when needed</p>
Safety	<p>Assist the Property Manager and Human Resources Manager with the implementation and ongoing adoption of a comprehensive safety system for the Property team</p>
Administration	<p>Assist with continuous improvement across the Property Department</p> <p>Assess, review and set up a Maintenance Operating System as required</p> <p>Provide feedback and recommendations to improve work practices, outcomes, safety, etc</p> <p>Ensure facility plans are kept up to date</p> <p>Maintain asset registers of key items particular serviceable items</p> <p>Maintain a compliance register</p> <p>Collate reports in a timely manner when required</p>
General	<p>Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Property Manager or Business Manager</p>

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

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).



Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition with the ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.



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Essential Criteria

Trade qualification

Demonstrated ability to lead a large and geographically diverse team

Demonstrated analytical, problem solving, time management and project management skills

Understanding of procurement of contractors and services

Ability to read and interpret plans and drawings

Demonstrated commitment to customer service excellence

Demonstrated solutions-focus

Well-developed computer skills in Excel, Word and experience with finance and supplier management systems

Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes

Current driver's licence

Desirable Criteria

Tertiary qualifications in property or facilities would be highly regarded

Understanding of legislative requirements

Appointment conditions

Employment will be offered on the basis of a full-time ongoing role.

The role is a full-time position and will require attendance on School business at a variety of locations at any time of the day or week. The hours of work are 8.30AM to 4.36PM Monday to Friday. Some work outside these hours may be required.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.



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Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- A separate document that includes a statement of Education Philosophy.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to kkenny@kws.nsw.edu.au or addressed to

Mrs Kate Kenny
Human Resources Officer
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation
