



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1450 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- *College's Catholic Ethos,
- *College's Ignatian Ethos,
- *College's Child Safe Policies and Procedures
- *CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states.

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.
- Saint Ignatius College staff will achieve this through professional engagement.

Overview of Role

This is a hands-on leadership role. You will lead and coordinate the Facilities team.

Your leadership will focus on a robust team dynamic, and you will lead by example with a very strong work ethic.

You will be responsible for operational property, grounds and maintenance matters, including general care and aesthetics of all grounds and facilities, day to day property and equipment maintenance, including security and overseeing cleaning contractors.

Your goal is to promote the vision and mission of the College by creating, maintaining and developing a safe, pleasant, attractive and functional physical environment.

Position in Context

This position falls within the Facilities team, under the Business Manager and reportable to the Site Infrastructure Manager.

This positions direct reports are the staff in the Facilities team.

Leadership

- Develop, maintain and lead a strong working relationship with your team of facilities staff. Maintain a positive group mindset to strive for excellent results for the College.
- Ensure that the facilities team are collectively clear on objectives.
- Prepared to liaise and consult with ideas or upgrades to amenities to senior staff or key stakeholders. Consultation is a priority.
- Evaluate, assess, manage and minimise on site risk with all Capital Works, understanding the importance of monitoring works from setup to clean up.
- Manage onsite contractors to ensure timeframes and requirements for the projects are met.
- Provide input and execute the rollout of the College's Facilities Masterplan and vision.
- Develop, maintain and lead a strong working relationship with project consultants, contractors and key internal stakeholders.
- Ability to negotiate with project consultants and contractors to the required and a



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

desirable outcome.

- Responsible for the oversight & coordinating of Essential Safety Measures compliance, documentation and report to responsible authorities including MACS.
- Arrange inspection of buildings, and/or grounds on a monthly basis, and report through the relevant stakeholders
- Maintain regular and open communication with the Business Manager and Site Infrastructure Manager.

Maintenance & servicing

- Undertake minor repairs and routine maintenance of buildings and equipment.
- Maintain a preventative maintenance program.
- Undertake the periodic cleaning and maintenance of all roof gutters, drains and sumps.
- Arrange regular service and scheduled inspections of specific equipment, like lifts, air conditioners, lighting etc. as required.
- Maintaining shade sails, flags, flag poles and external furniture in good condition
- Pressure washing and cleaning areas as required.
- Maintain the cleanliness and appearance of the exteriors of buildings and structures including the removal of cobwebs or cleaning of windows as required.
- Resurfacing of flooring (scrubbing & polishing) applying new surface. (usually during school holidays)
- Responsibility for fire services equipment ensuring scheduled services is in accordance with relevant legislation.
- Arrangement of appropriate pest inspections and treatments

Grounds

- Development of gardens and grassed areas – including selection of appropriate trees and plants, preparation of garden beds, planting of trees and plants, establishment of grassed areas.
- Maintenance of gardens and grassed areas – including watering (if permissible), weeding and fertilization of garden beds, pruning of trees and shrubs, fencing mowing and snipping of grassed areas
- Install and manage watering systems, ensuring efficiency,
- Ensuring grounds and buildings are presented in a tidy and professional appearance, but not limited to walkways, windows, rubbish bins, toilets and rooms.
- Liaise with external parties in relation to requirements for hire of facilities including, cleaning, access and security requirements.

Security and Cleaning

- Liaise with contract cleaning company to ensure high standards of cleaning is maintained.
- Exercise overall responsibility for the daily security of the premises via the cleaning staff.
- Ensure lock up of the College 7 days per week 24 hours a day especially out of hours functions and events, e.g. Open Day, meetings.
- Attend/Assist out of hours to respond to activated alarms or events as required.

Workplace Health and Safety

- Attend to all matters ensuring that the College grounds and facilities meet appropriate OHS Standards with a high priority.



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

- Risk and Compliance Issues e.g. manual handling, prevention of slips trips, and falls, ladder safety and ergonomics.
- Report all known or observed hazards to Site Infrastructure Manager.

Other Tasks/Responsibilities

- Delivery of goods to classrooms or storage areas.
- Set up and clearance of furniture/equipment for classrooms, College functions, assemblies, etc.
- Attend/assist at 'out of school hours' events as required.
- Keep the Site Infrastructure Manager informed of any issues relating to garden or grounds.
- Rubbish – Safe disposal of waste on a daily basis and during holiday periods. Keep grounds tidy by monitoring the whole College and where necessary, pick up, collect, dispose of, or arrange the collection and disposal, give special attention after recess and lunch.
- Line marking of grounds, oval etc.
- Ensure all grounds and maintenance equipment is cleaned, serviced and well maintained. (Including golf carts).
- Maintain a record of daily work. A schedule work for you and other members of your team
- Transporting of school equipment as requested.
- Manage storage and accessibility of facilities/utilities documents.
- With reasonable notice be available to assist or arrange functions.
- Ensure that vandalism and graffiti are rectified as a priority.
- Maintain a complete and up to date digital set of drawings of all building structures.
- Maintain a complete and up to date digital set of all utility services within the school grounds.
- Maintain a file of documents and certificates associated with the College buildings e.g. Certificate of occupancy.

Compliance

- In conjunction with Site Infrastructure Manager, ensure that the College meets its compliance obligations by completing, reporting and updating Essential Safety Measures requirements on all necessary systems.
- Electrical testing and tagging of all electrical equipment on site as required by standards.
- Maintain and update as necessary the relevant compliance registers including asbestos and electrical as well as other facility related compliance requirements.
- Maintain the MSDS (Material Safety Data Sheets) register in the facilities area.
- Arrange and supervise contractor's ensuring all external contractors are formally inducted prior to working on site and are aware of the relevant College policies and procedures.

Required/Preferred Education and Experience:

- Experience leading a team.
- Suitable qualifications or trade and /or experience.
- Current Motor Vehicle license.
- Ability to work without close supervision.
- Experienced with the use and safety of a variety of maintenance equipment and tools.
- Ability to prioritise work schedule and meet agreed deadlines.
- Knowledge and understanding of OHS legislation and requirements.
- Ability and willingness to support the Catholic/Ignatian ethos and identity of the College.
- Computer skills and literacy.



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

- Excellent management and organisational skills.
- Ability to respond to concerns promptly and professionally.
- Ability to safely meet the physical demands of the role, including lifting and moving College furniture and equipment.
- Ability to demonstrate confidentiality, loyalty and professionalism.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

- Staff must Have a demonstrated understanding of Victoria's 11 Child Safety Standards.
- Have a demonstrated understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing.
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required.
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.

Professional Development

- Commit to ongoing professional development in relation to your role.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Participate in the staff appraisal and review process annually.
- Be an active member of a relevant professional association as duties permit.
- Support collegial learning.
- Participate annually in Ignatian professional development.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role.

Co-Curricular Involvement

- Support and be involved in the co-curricular program.



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Create and maintain a safe environment in which students may enjoy their participation.
- Oversee the provision and care of relevant equipment materials and first aid requirements.
- Where appropriate, nominate participating students for awards.
- Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues.
- Be respectful of spiritual and social values of the College.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Support a performance and development culture.
- Adhere to all College Policies and Procedures

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures.
- Demonstrate duty of care to students in relation to their wellbeing.
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal.
- Attend staff liturgical events and staff faith development days.
- Use Information and Communications Technologies to enhance administration procedures.
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries.
- Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.
- Contribute to the life of the College by participating in College functions, events, etc.
- Other duties as directed by the Principal.

Time Allocation:	Category "A" Hours 08:45 to 17:00 (40 minutes for lunch) 38 Hour week
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Other requirements

Employees must have and maintain.

- Valid Working with Children Check
- Valid National Police Record Check every 5 years



Saint Ignatius College Geelong

Role Statement

Facilities Coordinator

- Mandatory reporting – compliant certificate every 12 months
- Level 2 First Aid