

# Property Services Officer



**LORETO  
COLLEGE**

**Marryatville, South Australia**

**[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)**

**Role:** Property Services Officer

**Terms:** Permanent full-time – 37.5 hours per week

**Commencement Date:** As soon as possible

**Classification:** Education Support Officer  
Services Stream Grade 2 Year 1

**Responsible to:** Facilities Manager

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## About Loreto

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

## Position Overview

The Property Services Officer is directly responsible to the Facilities Manager to ensure support to the College's teaching and learning activities and other operations by helping to ensure a high standard of presentation and functionality of the entire College campus.

The Property Services Officer works as a member of the Property Services Team to provide the best possible facilities and grounds for students, staff, parents and visitors to the College. The Property Services Officer will assist the Facilities Manager with the promotion of a positive and effective safety culture within the College.

### Working Effectively

- commit to the Property Services' annual Plan;
- assist with the care and maintenance of buildings, furniture and equipment;
- assist with preparation of classrooms, furniture, equipment and fittings in preparation for the beginning of each school and as required;
- attend to specific maintenance requests, as directed by the Facilities Manager;
- keep all equipment and tools cleaned, services and maintained;
- record and document jobs undertaken;
- assist other members of the Property Services Team as required. This may include but is not limited to:
  - setting up and clearing away of equipment, furniture and other facilities for College functions, events and school activities;
  - assisting with building developments and projects;
  - delivery of supplies throughout the school;
  - assisting with general maintenance activities at College owned properties;
  - waste disposal;
- ensure all work is conducted within the WHS guidelines;
- other duties as directed by the Facilities Manager and/or Principal;
- communicating effectively with students and staff;

### Mission and Ethos

- know, accept, embody, and develop the Loreto mission and values;
- have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role model Christian values in all dealings with students, staff and parents;
- maintain confidentiality at all times and demonstrate high professional standards within the College and community;
- provide consistent public support both within and outside the College for school wide policy initiatives and strategic plans;
- support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct;
- undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;

## Person Specification – Essential Criteria

### Experience and Knowledge

- Demonstrated experience to undertake general property repairs and routine maintenance work operating a variety of power tools and equipment
- Previous experience in a school environment would be beneficial

### Personal Qualities, Skills and Abilities Required

- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills that can be used effectively with staff and students
- Ability to be self-motivated and proactive and also be an active and supportive contributor in a team environment

### Essential Vocational Qualifications

- Current Working with Children Check
- Current First Aid Certificate (or willingness to obtain this)
- Current drivers licence

## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

*Reference: Catholic Safety, Health Welfare South Australian, (12) v1*

## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

November 2024

## Applications

Applications for the position of Property Services Officer should be addressed to:

Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068  
recruit@loreto.sa.edu.au

## Terms and Conditions

- Approved first aid training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date

**Applications close at 9.00 am on Friday, 29 November 2024**