



# Covenant College

CHRIST CENTRED • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

## Assistant Properties Manager Role Description

### VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

### INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 740 students across the school and an additional 100 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

### POSITION PURPOSE

The Assistant Properties Manager supports the Properties Manager in the effective management of school buildings and grounds and supervision of Property, Grounds and Maintenance Staff to ensure the College is consistently well serviced and maintained.

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| <b>Role</b>           | Assistant Properties Manager                                                                                                                                |
| <b>Salary Range</b>   | School operational services grade 6-7<br><i>(to be determined based upon skills, experience and qualifications)</i><br><i>*above Award conditions apply</i> |
| <b>FTE Equivalent</b> | Full-time                                                                                                                                                   |
| <b>Reports to</b>     | Principal, Business Manager via the Properties Manager                                                                                                      |



## STATEMENT OF DUTIES

### Key responsibilities

#### Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider college community and undertake your tasks in a way that honours Him.
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required.
- Pray with and for your colleagues, students or any members of the college community as needed.

#### *Properties and Maintenance Management*

- Assist the Properties Manager in the oversight of all property and maintenance services at the College.
- Maintain facilities and equipment needed to contribute to the delivery of high-quality education.
- Prioritise and address the day-to-day requests for maintenance from the staff.
- Ensure that the College environment meets and is maintained at current Workplace Health and Safety (WHS) standard.
- Undertake all duties in accordance with WHS guidelines and legislation.
- Repair/purchase and/or replace all damaged items in buildings/fixtures/fittings and/or arrange for same through approved contractors and suppliers.
- Assist in the maintenance of current records of the location of utility service lines – gas, water, electricity, telecommunication and computer network lines.
- Ensure that test tagging is regularly carried out in accordance with WHS guidelines.
- Order, repair, maintain, and replace as needed school equipment, and arrange suitable storage.
- Assist in pest control management.
- Assist with small building projects as required. These projects will include minor carpentry works.
- Review and oversee work carried out by Properties and Maintenance employees and Contractors, providing direction and support as needed.
- Organise Contractors under the direction of the Property Manager.

#### *Grounds Management and Maintenance*

- Supporting College staff by:
  - responding to staff requests and updating them as to the progress of their requests and possible interruptions; and



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|  | <ul style="list-style-type: none"><li>○ assisting in the allocation of staff and resources for the completion of required work; and requests via the online ticketing system.</li><li>• Ensure that College grounds are well maintained and safe.</li><li>• Establish and maintain pedestrian ways, service roads and other traffic areas around the College.</li><li>• Ensure sporting grounds, garden beds, sand pit and soft-fall areas are well maintained.</li><li>• Ensure appropriate maintenance of signage.</li><li>• Undertake preventative maintenance as required.</li><li>• Maintain irrigation systems. Implement new irrigation systems as required.</li></ul> <p><b>Security</b></p> <ul style="list-style-type: none"><li>• Act as the contact person for the College Security contractor and respond to after-hours callouts as delegated.</li><li>• Exercise responsibility for the daily security of the premises as delegated.</li><li>• Assist management and staff with critical incident situations e.g. Fire, flood, intruders and ensure that the appropriate response units are notified.</li></ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"><li>• Assist in the oversight of cleaning contractors and College cleaning staff to ensure the cleanliness of the school buildings and grounds.</li><li>• Assist in waste management practices and procedures.</li><li>• Attend to cleaning tasks including gutter cleaning, timber decking, pressure washing as delegated.</li></ul> <p><b>Capital Works</b></p> <ul style="list-style-type: none"><li>• Assist the Properties Manager and Business Manager to plan, cost and develop new capital works as determined from time to time.</li><li>• Provide project management services to assist the construction or refurbishment of school Buildings.</li><li>• Liaise with external organisations and other statutory bodies in respect of new capital works as delegated.</li></ul> <p><b>Events</b></p> <ul style="list-style-type: none"><li>• Provide assistance with planning and practical arrangements for college events, productions, functions, and other projects conducted from time to time.</li><li>• Assist with the set up and cleanup of college events i.e. tents and equipment for sporting carnivals, tables and chairs for school and community events, staff events, etc.</li></ul> |
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|                          | <p><b>General Duties</b></p> <ul style="list-style-type: none"><li>• Prepare reports and make recommendations to the Business Manager and Principal in respect to property and maintenance matters as required.</li><li>• Assist the Properties Manager with the preparation of the annual operating budget.</li><li>• Assist in the maintenance of tools and/or equipment.</li></ul> <p><b>Workplace Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>• Ensure all Workplace Health &amp; Safety inspections are up-to-date and any issues rectified as delegated.</li><li>• Maintain WHS documentation including risk management registers, safe work procedures, and work instructions as necessary.</li><li>• Be involved in regular safety audits.</li><li>• Ensure all fire equipment in the College is regularly serviced and checked and updated in new buildings when required.</li><li>• Ensure signage at the College is maintained and updated as needed.</li><li>• Assist in keeping the workshop and surrounds in a clean, safe and tidy state in compliance with OHS regulations.</li><li>• Participate in relevant health and safety training based on roles and responsibilities.</li><li>• Participate in the development and implementation of specific OHS risk management strategies as appropriate.</li><li>• Understand and comply with all OHS legislation and regulations relevant to their activities at the school or workplace.</li><li>• Cooperate with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.</li><li>• Report injuries, illness or 'near misses' through the Incident Reporting platform.</li></ul> <p><i>* The duties listed are not exhaustive and may be varied reasonably from time to time to meet operational requirements, provided such duties remain consistent with the classification level and nature of the position</i></p> |
| <b>General</b>           | <ul style="list-style-type: none"><li>• Attend all relevant staff meetings</li><li>• Attend whole school events as directed by the Principal</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Key Relationships</b> | <p><b>Internal</b></p> <ul style="list-style-type: none"><li>• Principal</li><li>• Assistant Principal</li><li>• Business Manager</li><li>• Properties Manager</li><li>• Properties and Maintenance staff</li><li>• Teaching staff</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|                                                | <ul style="list-style-type: none"><li>• Administration staff</li></ul> <p><b>External</b></p> <ul style="list-style-type: none"><li>• Parents and guardians</li><li>• Suppliers and vendors</li><li>• Contractors</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Risk and Occupational Health and Safety</b> | <p>All Covenant College employees are responsible for:</p> <ul style="list-style-type: none"><li>• Participating in relevant health and safety training based on roles and responsibilities.</li><li>• Participating in the development and implementation of specific OHS risk management strategies as appropriate.</li><li>• Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.</li><li>• Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.</li><li>• Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.</li><li>• Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.</li></ul> |
| <b>Child Safety</b>                            | <p>The College has a zero tolerance of child abuse.</p> <p>This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.</p> <p>The College have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.</p>                                                                                                                                                                                                                                                                                      |

#### PERSON SPECIFICATIONS

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| <b>Commitment to College values and ethos</b> | <p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none"><li>• Display a firm commitment to a Christian Worldview and the outworking of that within the College setting</li><li>• Model a lifestyle that reflects Christian practice and beliefs in your everyday work</li><li>• Understand, model, uphold and support the ethos of the College and its Core Values</li></ul> |
| <b>Knowledge, Skills and Experience</b>       | <ul style="list-style-type: none"><li>• Experience in facilities/project management</li><li>• Demonstrate the ability to work collaboratively</li></ul>                                                                                                                                                                                                                                                               |



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|                                   | <ul style="list-style-type: none"> <li>• Possess outstanding written, oral communication and organisational skills</li> <li>• Possess highly developed interpersonal skills</li> <li>• Are willing to be a productive member of our team and to work collegially with the other members of the community</li> <li>• Effective time and resource management to ensure work is completed efficiently.</li> <li>• The ability to build and maintain collaborative relationships to facilitate the accomplishment of work goals.</li> <li>• Strong organisational skills – an ability to prioritise work and work efficiently and autonomously on multiple projects.</li> <li>• To act in a manner consistent with the College ethos taking a servant hearted approach towards daily activities and interactions.</li> <li>• The ability to motivate, encourage and support colleagues to get the best out of differing skill levels and personalities to achieve a high standard of work within set timelines.</li> </ul> |
| <b>Qualifications (Essential)</b> | <ul style="list-style-type: none"> <li>• Working at Heights certification</li> <li>• Working at Heights certification</li> <li>• HLTAID011 Provide First Aid</li> <li>• HLTAID009 Provide CPR</li> <li>• 22702VIC Management of Asthma Risks &amp; Emergencies</li> <li>• 22578VIC First Aid Management of Anaphylaxis</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Qualifications (Desirable)</b> | <ul style="list-style-type: none"> <li>• Construction Induction White Card (or equivalent)</li> <li>• Elevated Work Platform (EWP) licence or competency.</li> <li>• Relevant trade qualification, apprenticeship or equivalent experience in maintenance, building services or property maintenance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other requirements</b>         | <ul style="list-style-type: none"> <li>• Valid Working with Children Check</li> <li>• Australian citizenship or permanent residency or hold a visa with appropriate working rights.</li> <li>• Adherence to Covenant College Child Safe Program</li> <li>• Adherence to Covenant College policies and procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>• Leadership skills,</li> <li>• Ability to work independently and collaboratively as required</li> <li>• Calm under pressure</li> <li>• Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail</li> <li>• Effective communication with staff, students and parents, demonstrating care and empathy</li> <li>• Possess a strong work ethic</li> <li>• Careful attention to detail and a capacity to prioritise, meet deadlines and manage time effectively</li> <li>• Understanding and willingness to support the purpose, vision and values of the College</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |



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|  | <ul style="list-style-type: none"><li>• Receptive to new ideas, innovative practices and adaptable to change</li><li>• Be professional in presentation and attitude</li></ul> |
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## INHERENT REQUIREMENTS

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| <b>Christian Ethos</b> | <ul style="list-style-type: none"><li>• It is an expectation and requirement that staff subscribe to and actively uphold the Geelong Christian Education Association's Biblical Basis and Educational Mandate (Statement of Faith) and model these Christian values within the College community.</li><li>• Are a committed Christian/practising member of an evangelical/reformed church</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Physical</b>        | <ul style="list-style-type: none"><li>• General physical endurance for tasks that involve long periods of work, at times in physically strenuous conditions.</li><li>• Must be able to lift and carry objects, such as tools, equipment, and materials.</li><li>• Ability to handle and transport supplies like ladders, cleaning supplies, and building materials.</li><li>• Prolonged periods of standing and walking around the school grounds and facilities.</li><li>• Ability to work in a variety of weather conditions, including hot, cold, wet, and windy environments.</li><li>• Must be able to reach overhead to perform tasks such as changing light bulbs, installing fixtures, or working on ceilings.</li><li>• May involve repetitive tasks such as painting, hammering, or mowing lawns, which require physical endurance and strength.</li><li>• Regularly required to bend, stoop, and crouch to access low areas.</li></ul> <p><i>The College will consider reasonable workplace adjustments in accordance with applicable anti-discrimination legislation</i></p> |
| <b>Cognitive</b>       | <ul style="list-style-type: none"><li>• Demonstrated ability to maintain attention to detail when reviewing lease agreements, tenant records, financial information, and compliance documentation.</li><li>• Ability to prioritize, organize, and manage multiple tasks and deadlines in a fast-paced environment.</li><li>• Strong problem-solving and decision-making skills to address tenant enquiries, maintenance issues, and operational matters.</li><li>• Capacity to process, interpret, and apply information from various sources, including policies, procedures, contracts, and reports.</li><li>• Effective verbal and written communication skills to interact professionally with tenants, contractors, property owners, and colleagues.</li></ul>                                                                                                                                                                                                                                                                                                                      |



**COVENANT  
COLLEGE**

*Christian learning for life.*

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|                                          | <ul style="list-style-type: none"><li>• Ability to perform basic to intermediate mathematical calculations and interpret financial data such as rent payments, invoices, and budgets.</li><li>• Capability to adapt to changing priorities, manage interruptions, and respond appropriately to urgent situations.</li><li>• Proficiency in using computer systems and property management software to accurately enter, retrieve, and manage information.</li></ul> |
| <b>Contract and conditions</b>           | <p><b>Employment:</b> Ongoing.</p> <p><b>Commencement date:</b> Immediate start.</p> <p><b>Industrial instrument:</b> Educational Services (Schools) General Staff Award 2020.</p>                                                                                                                                                                                                                                                                                  |
| <b>Enquiries and application details</b> | <p>Enquiries can be directed to Carolyn Stones via the College office on 03 5278 5122.</p> <p>All applications to be submitted to the Principal, Mr. Joshua McEwen via email to: <a href="mailto:hr@covenant.vic.edu.au">hr@covenant.vic.edu.au</a> and should include:</p> <ol style="list-style-type: none"><li>1. Covenant College Employment Application –Non-Teaching Staff form (found on our website)</li><li>2. Cover Letter</li><li>3. Resume</li></ol>    |
| <b>Applications close</b>                | 9am, Monday 28 September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                       |