



# YENDARRA PRIMARY SCHOOL

## PROCEDURAL STATEMENT

## PROPERTY MANAGEMENT

### RESPONSIBILITIES

#### **The Ministry of Education:**

1. Provides information and advice
2. Monitors the way the School Board manages property
3. Reports to the Government
4. Allocates funding for capital projects

#### **The Board:**

1. Maintains school property
2. Manages property projects

The Board delegates the day to day management of property to the Principal

The Board is required to have a current and updated Property Plan

The Board is required to budget annually for cyclical maintenance

#### **Office Staff:**

1. Oversee all property requirements
2. Manages/Organises tradespeople on site
3. Liaises closely with the Principal
4. Advises the Principal and/or the Board on all requirements to do with Property Management and Health & Safety related issues

#### **Caretaker:**

1. Is responsible for carry out day to day maintenance and repair duties
2. Reports to the Principal