



Facilities Coordinator

Mount Lawley Senior High School

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| Position number | 00040689 |
| Agreement | Public Sector CSA General Agreement 2019 (or as replaced) |
| Classification | Level 3 |
| Reports to | Manager Corporate Services (Level 5) |
| Direct reports | Nil |

Context

Founded in 1955, Mount Lawley Senior High School was rebuilt in 2004 and is located within a residential suburb 5 kilometres north of the Perth CBD. It comprises three sub-schools; Years 7 & 8, Years 9 & 10 and Years 11 & 12. It hosts one of two Gifted and Talented Languages programs in the state, an approved Specialist Visual and Performing Arts program, a Jazz Music program and the innovative Aboriginal Excellence Program. A premier school in Western Australia, Mount Lawley Senior High School offers a breadth of curriculum choices and has a rich history of student success and achievement.

A major strength of the school is its strong links and partnerships with parents and the broader community. Parents continue to play a key role in planning for the future and participate in all aspects of school life. All staff at Mount Lawley Senior High School are committed to the provision of learning programs that cater for all post-school destinations including university, State Training Providers and employment.

With the school vision of *Inspire to Aspire* and a motto of *Truth and Courtesy*, there is an expectation that staff and students commit to the attainment of personal best and excellence in all aspects of school life.

Information about Mount Lawley Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate daily operations relating to the management and maintenance of school grounds and amenities.
- Provide support to the Manager Corporate Services for the implementation and maintenance of security systems.
- Undertake research and make recommendations regarding the acquisition of assets relating to the school grounds, buildings and amenities.

- Coordinate the acquisition, deployment and recording of assets relating to school grounds, buildings and amenities as well as related maintenance operations and procedures.
- Assist the Manager Corporate Services to develop and implement asset management and maintenance strategies for school facilities, equipment and buildings.
- Assist with the preparation of funding submissions, evaluation of tenders and coordination and management of contracts.
- Arrange maintenance and repair of garden and cleaning machinery.
- Liaise with service providers, contractors and stakeholders in relation to facilities management, including consideration to Occupational Health and Safety.
- Liaise with the Principal, Manager Corporate Services and school staff to implement and manage effective Occupational Health and Safety procedures and processes.

Selection criteria

1. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of school buildings, grounds and facilities and the ability to investigate funding opportunities.
2. Demonstrated ability to work with minimal supervision.
3. Demonstrated sound written, verbal and interpersonal skills, including the ability to deal effectively with a wide range of individuals at all levels.
4. Demonstrated sound computer skills in a range of application software packages, including spreadsheets and word processing.
5. Demonstrated understanding of Occupational Health and Safety as it relates to facilities and asset maintenance.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 15 September 2020
Reference D20/0470776