



Administrative Support Coordinator: Facilities and Assets Schools

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager Corporate Services (Level 5 or 6)
Direct reports	Cleaner in Charge Senior Gardener/Handyperson

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Provide support to the Manager Corporate Services for the supervision of the school cleaning and gardening services, including managing cleaning and gardening staff.
- Coordinate daily operations relating to the management and maintenance of school grounds and amenities and liaise with contractors and tradespersons, where required.
- Coordinate the community use of school grounds and amenities, including scheduling and completion of required documentation.
- 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 and resources 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, the evaluation of tenders and the coordination and management of contracts.
- Build and maintain effective working relationships and community networks.
- Provide general administrative assistance.

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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 sound team management and supervisory skills, including the ability to motivate and develop staff.
3. Demonstrated sound written, verbal and interpersonal skills, including the ability to liaise 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.

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 26 August 2020
Reference D20/0425241