



## Facilities Coordinator

Wanneroo Secondary College

<b>Position number</b>	00027016
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Cleaner in Charge (Level 7) Senior Gardener/Handyperson (Level 5)

### Context

Information about Wanneroo Secondary College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### 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.
- 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 and monitoring of budgets, funding submissions, evaluation of tenders and coordination and management of contracts in relation to facilities management.
- 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.

- Liaises with the Principal, Manager Corporate Services and school staff to implement and manage effective Occupational Health and Safety procedures and processes.
- 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 and prepare and monitor budgets.
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 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            9 November 2021  
Reference    D21/0609221