



Administrative Support Coordinator - Facilities and Assets Perth Modern School

Position number	00038953
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Further information about Perth Modern 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 for managing and maintaining school grounds and amenities.
- Coordinate community use of school grounds and amenities, including scheduling and completion of required documentation including invoicing.
- Provide assistance to community users and organise Information Technology and Audio Visual requirements, as requested.
- Assist the Manager Corporate Services to develop and implement asset management and maintenance strategies for school facilities, equipment and buildings.
- Coordinate acquisition, deployment and recording of assets relating to school grounds, buildings and amenities as well as related maintenance operations and procedures.
- Undertake research and make recommendations regarding acquisition of assets relating to school grounds, buildings and amenities.
- Coordinate acquisition, recording and display of the school art collection.
- Assist with preparing funding submissions, evaluation of tenders and coordination and management of contracts.
- Liaise with service providers, contractors and stakeholders on facilities management, including consideration of Occupational Health and Safety.

Selection criteria

1. Demonstrated considerable 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 considerable team management and supervisory skills.
3. Demonstrated considerable written, verbal and interpersonal skills, including the ability to deal effectively with a wide range of individuals at all levels.
4. Demonstrated considerable 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:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 4 December 2023
Reference D23/1838560