

Administrative Support Coordinator Facilities and Assets

Baldivis Secondary College

Position number	00036316
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Cleaner in Charge Senior Gardener/Handyperson

Context

Further information about Baldivis Secondary College is available on [Schools Online](#).

Visit 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.
- 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 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 the Manager Corporate Services with the preparation of funding submissions, the evaluation of tenders and the coordination and management of contracts, minor works and capital works.
- Arrange the maintenance and repair of the vehicle fleet.
- Liaise with service providers, contractors and stakeholders in relation to facilities management, including consideration to Work Health and Safety.

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

- 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 16 May 2025
Reference D25/0416551