



## Position Description

<b>Position Title</b>	Property Officer
<b>Address</b>	77 – 81 Willesden Road, Oakleigh
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Principal via Business Manager
<b>Employment Type</b>	Full Time
<b>Position in Context</b>  The role of the Property Officer is to carry out a preventative, planned maintenance program and undertake routine inspections of the premises, fixtures, fittings and grounds.  The position also involves assisting the Buildings and Maintenance Supervisor to coordinate and carry out repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of the campus.	

### 1. Duties include but are not limited to:

- Clean inner and outer yards of any rubbish (daily);
- Blow any leaves from inner yard and around buildings, collect and remove (3 x per week);
- Blow the paths external to the gym, and front of the school & conference centre (1 per week);
- Check any rubbish inside the gates along Bletchley avenue (1 per week);
- Check and clean drink troughs (daily or three times per week);
- Open secondary and junior school buildings and toilets.;
- Put out bollards for garbage truck on Mondays and Thursdays at Gate 3;
- Check community hall bin and organise to empty if required;
- Clean inner and outer yards and main entrance – daily;
- Carry out building and grounds maintenance as required including ELC;
- Tasks as directed by the Principal, Business Manager or Building and Maintenance Supervisor.

## 2. Other duties when required:

- Cut grass at Bletchley Rd., Clapham Rd., Paddington Rd., Willesden Rd;
- Poison and whipper snip;
- Prune trees, roses etc;
- Set up for all functions and exams in all halls;
- Service all split system air conditioners;
- Assist in the drop off and pick up of buses for service;
- Occasional bus driving;
- Minor bus repairs;
- Organise and supply quotes from contractors;
- Cleaning tasks if and when required;
- Move classroom tables and chairs, and/or lockers as and when required.

## 5. Skills and Requirements:

- Current Working with Children Check (WWCC) card for Employees;
- Current Victorian Drivers Licence
- Good interpersonal and communication skills;
- Attention to detail;
- Problem-solving skills;
- Administrative and organisational skills;
- Physical ability;
- Ability to work as part of a team;
- Commitment to uphold the Christian values of the School.

*\*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

### Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.



Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

**All staff employed by the School are required to:**

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required;
- 2) Commit to the School's **Staff Conduct and Professional Boundaries, and Mandatory Reporting Policies** by way of reading and taking part in an on-line questionnaire each year;
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.

**Mark Robertson**

**Principal**

February 2023

