



<b>Job Title:</b>	<b>Property Services (PS) Coordinator</b>
<b>Reports To:</b>	<b>Director of Finance and Administration</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Section of School:</b>	Education Services
<b>Liases with:</b>	Whole School Community

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Position Summary</b>	<p>This role provides central coordination and administrative support for several Property Services functions, including maintenance requests, cleaning, waste removal, security, bookings, and compliance. It ensures smooth daily operations by liaising with contractors and staff, managing records, overseeing keys and access, handling financial processes, and supporting WHS requirements.</p> <p>The Coordinator provides key support to PS Team Leaders, Supervisor and Director Finance and Administration and will be working across both Duncraig and Carramar campuses.</p>
<b>Key Responsibilities and Tasks</b>	<p><b>Duties in relation to the position include, but are not limited to:</b></p> <p><b>My Maintenance</b></p> <ul style="list-style-type: none"> <li>• Provide first point of contact for property services enquiries, assigning and scheduling tasks to the PS team, ensuring all calls are attended to swiftly.</li> <li>• Reviewing outstanding tasks on a periodic basis and liaising with Team Leaders</li> </ul> <p><b>Waste Removal</b></p> <ul style="list-style-type: none"> <li>• Coordinate waste removal services</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Coordinate regular and periodical cleaning schedule and inspections.</li> <li>• Attend regular meetings with contracts manager and interact daily with supervisors.</li> <li>• Point of contact between School and cleaners regarding any issues</li> <li>• Assist with tendering processes if needed.</li> </ul>



### Keys

- Issue and record keys to all new staff, collection of keys from leaving staff, ordering and restocking of keys as needed

### Bookings

- *Internal Bookings* - liaise with staff re dates, calendar booking of rooms and obtain approval from appropriate HOC.
- *External Bookings* - meeting (telephonic / in person) with external parties to discuss requirements, obtain approval from appropriate HOC, collect insurances, inductions etc.
- *Kaardadjan Centre* – manage bookings of staff and external parties, including keys, calendar, caretaker

### Security

- Liaise with security company and staff for any after hour activities and when alarms are reported
- Monitor incoming patrol reports and distribute to cleaners / caretaker where necessary
- Program and issue swipe cards and pin codes for staff, liaise with payroll for reimbursements.

### Financial

- Issue purchase orders, code invoices, acqui credit card transactions on FlexiPurchase.
- Ensure agreements with contractors are current and appropriately filed in SharePoint.
- Undertake reviews of / run tenders for contracted services in conjunction with the DFA or PS Team Leaders/Supervisor.

### Sharepoint

- Appropriate record keeping of all reports, emails, drawings etc on Sharepoint etc.

### Staff

- Induction of new staff regarding PS operations.

### Contractor Inductions and Insurances

- Creating companies, contractors, external hires and persons on Passtab for inductions and insurances.
- Appropriate record keeping and following up on insurances.

### Maintenance and Compliance

- Issuing yearly purchase orders.
- Coordinate all contractor service reports for dicussions and follow up with Team Leaders/Supervisor

### Gardens

- Planning, purchasing and planting of plants when necessary

### General

- Recording minutes/notes of meetings
- Undertake and apply Work Health and Safety requirements
- Adhere to the School's policies and procedures at all times
- Serve as a good ambassador of the School
- Other duties as required



<b>Key Performance Indicators:</b>	<ul style="list-style-type: none"> <li>All new calls/My Maintenance jobs allocated within 1 working day.</li> <li>Monthly reporting of My Maintenance statistics to DFA.</li> <li>Ensure Waste and Cleaning services are scheduled and operating effectively and monthly cleaning inspections undertaken.</li> <li>Bookings are updated and issued weekly</li> <li>Filing of reports, emails, drawings etc undertaken promptly</li> <li>Contractors are appropriately inducted and cleared eg insurances.</li> <li>Procurement processes are followed.</li> <li>Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.</li> <li>Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.</li> </ul>
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<b>Selection Criteria:</b>	<ul style="list-style-type: none"> <li>Preferred Certification in Business Administration or experience in similar role</li> <li>The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment</li> <li>National Criminal Record Checking</li> <li>Excellent organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines</li> <li>Demonstrated cost control and/or review experience</li> <li>Strong computer literacy particularly SharePoint, Excel and Word.</li> <li>Experience in the coordination of bookings and events.</li> <li>Demonstrated high level skills in dealing confidently and courteously with people at all levels</li> <li>Demonstrate initiative and take a proactive and flexible approach to tasks</li> <li>Contractor coordination / scheduling experience</li> <li>Excellent written and verbal communication skills.</li> <li>Willingness to positively and actively contribute to the Christian culture of the School</li> </ul>
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**I understand and accept the responsibilities as outlined in this Job Description.**

**Signed:** [acceptance\_status]

**Date:** [acceptance\_date]

***This document was approved by the Director of Finance and Administration on 04/03/2026***



*The below information is not required to be printed*

Version	Date	Review Date	Author	Comments	Approval
3	March 2026	March 2028	Steph Snyman	Updated roles and responsibilities	DFA
3	Sept 2020	Sept 2022	Rob Gotti	Updated roles and responsibilities	DFA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO