



Job Title:	Property Services Technician – Cross Campus
Reports To:	Property Services Supervisor
Direct Reports:	Nil
Section of School:	Ed Services
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<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"> • Faith • Learning • Care • Service • Community
Position Summary	The Technician role is part of a small team responsible for the maintenance and operational needs of the School in relation to school buildings, equipment, grounds and event management activities which ensure effective and continuous operation of the School.
Key Responsibilities and Tasks	<p>DAILY REQUIREMENTS:</p> <ul style="list-style-type: none"> • Participate as an active member of the Property Services Team • Ensure School is open and ready for each School day by undertaking grounds inspections • Actively support school event management by setting up for and demobilising after School events • Actively participate in maintaining buildings, facilities, infrastructure, grounds and tools and equipment. • Attend to regular and ad-hoc maintenance and repairs enquiries for each of the campuses • Maintain lawns, gardens and general grounds to present an engaging outlook for students, staff and visitors • In accordance with preventative maintenance and inspection schedules undertake regular inspections of buildings grounds, play equipment and other areas • Be vigilant to spot and report hazards and items for maintenance or repair • Identify and rectify any security related issues including alarms, physical door locks, barriers and boundary fencing • Attend to work requests and report on completion being responsible for one's own Maintenance calendar • Additional duties as required from time to time <p>TEAM SUPPORT:</p> <ul style="list-style-type: none"> • Collaborate with Property Services Team members ensuring effective communication and participation • Ensure support is provided to the school by being flexible around staggered start and finish times for School functions.



	<p>SAFETY REQUIREMENTS:</p> <ul style="list-style-type: none"> Actively support any initiatives and work to achieve inspiring, safe and functional teaching, learning and working environments Commit to follow procedures for safe work systems and practices Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times
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<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> Collaborate as an effective team member, supporting operational needs across the whole school when required Complete safety inspections as scheduled or requested and report finding promptly to actions required Attend to MYMAINTENANCE requests and scheduled preventative maintenance including confirmation of completion of tasks in a timely manner Work with contractors to ensure safety compliance and that work is of a quality standard and completed as required Ensure good communication between team members regarding operational needs Grounds look presentable and well maintained Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. Serve as a good ambassador of the School
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<p>Selection Criteria:</p>	<ul style="list-style-type: none"> Current WA "C" or "HR" Class Driver's Licence The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking (except Teaching staff) Sound knowledge and experience in building and grounds maintenance Fit for vigorous physical labour associated with operational tasks Sound communication and interpersonal skills Analytical and problem solving skills Demonstrated ability to act as a team member Proven ability in working under pressure in a busy environment Sound knowledge of Safety Culture and safe work practices Familiar with technology (hardware and software) Familiarity with hand-tools will be looked on favourably A working knowledge of commercial reticulation is desirable but not essential A "can do" attitude to any situation Willingness to positively and actively contribute to the Christian culture of the School
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<p>I understand and accept the responsibilities as outlined in this Job Description.</p>
<p><i>This document was approved by DFA/PS Team Leader – May 2026</i></p>



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
5	May 2026	May 2028	P&C	Review and update (Cross Campus)	DFA/Team Leader
4	Aug 2024	Aug 2026	P&C	Review and update (Cross Campus)	P&C
3	May 2024	May 2026	P&C	Review and update	DFA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO