



KINROSS WOLAROI  
— SCHOOL —

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# Assistant Facilities Manager

## Maximum Term Contract

Candidate Information Pack

Closing Date: 21 September 2023

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August 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with nearly 1,100 students (including 340 boarders in Years 7 to 12), located in the NSW Central West in the city of Orange. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.

## POSITION OBJECTIVES & RESPONSIBILITIES

The Assistant Facilities Manager is responsible for supporting the Facilities Manager and the Facilities Department in meeting its key objectives and putting in place systems to ensure the ongoing and sustainable delivery of high-quality service and outcomes for the School. This role is crucial in supporting the Facilities Department operations whilst the School undertakes the first phase of its masterplan building works program over the next 24 months.

The Facilities Department covers the operations of the Maintenance, Grounds, Cleaning and Laundry teams as well as external contractors.

The Assistant Facilities Manager can expect to liaise with:

- Facilities Manager (FM)
- School Heads of Department
- External Contractors & Suppliers
- Teaching Staff
- Business Manager
- Facilities Staff
- Finance Staff
- Other Support & Operational Staff



## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

| Key Word                          | Duties  |
|-----------------------------------|---|
| <b>Facilities Management</b>      | <ul style="list-style-type: none"><li>• Assist the FM with long-term, strategic facility management planning including lifecycle analysis and scheduling of replacements, upgrades, new buildings, etc.</li><li>• Update, manage and utilise the School’s security system, including building/room access, perimeter access, gate controls and CCTV systems.</li><li>• Update and manage contactor compliance, including site inductions, insurances, licensing, and access requirements.</li><li>• Collect, update, and manage all as-builts, site surveys, water supply/waste management/layouts, meter, and shut-off locations.</li><li>• Update, manage and utilise the School’s facilities management software to allow increased visibility of ongoing costs, including but not limited to the creation of asset registers and planned maintenance schedules.</li></ul> |
| <b>Maintenance</b>                | <ul style="list-style-type: none"><li>• In conjunction with the FM, create and manage preventative maintenance schedules across the School.</li><li>• In conjunction with the FM and the Facilities Department team leaders coordinate and prioritise the planned maintenance works.</li><li>• In conjunction with Facilities Department team leaders, coordinate and prioritise reactive maintenance workflow.</li><li>• Assist with organising and scheduling external contractors to complete works not undertaken by the School’s Maintenance Team.</li></ul>   |
| <b>Purchasing and Procurement</b> | <ul style="list-style-type: none"><li>• General quote requests and purchase ordering.</li><li>• Implement and oversee the contractor preventative maintenance contracts.</li><li>• Establish a Preferred Subcontractors Panel.</li><li>• Ensure adherence with the School’s procurement policies and procedures.</li><li>• As required, assist the FM with tender documents and the management of tender processes.</li></ul>   |



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| Key Word           | Duties  |
|--------------------|---|
| Quality Management | <ul style="list-style-type: none"><li>• Across all Facilities Department, support the improved focus on quality outcomes and service.</li><li>• Oversee the quality management of proactive and reactive tasks, ensuring that tasks are fully completed prior to closure.</li><li>• Support the Facilities Department in moving towards proactive management of tasks and defect rectification.</li><li>• Support the FM to identify and implement a Quality Framework for the Facilities Department.</li><li>• Perform regular facilities inspections and complete associated audit condition reports.</li></ul> |
| Safety             | <ul style="list-style-type: none"><li>• Assist the Facilities Manager and Human Resources &amp; Compliance Manager with the implementation and ongoing adoption of a comprehensive safety system for the Facilities Department.</li><li>• Participate in WHS Committees and Committee meetings.</li><li>• Participate in Emergency Management planning and execution, including supporting the FM in the conduct of drills.</li></ul>   |
| General            | <ul style="list-style-type: none"><li>• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager.</li></ul>   |

### Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

### Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. In your day-to-day duties you will be *responsive* to the directions of the Facilities Manager.



## SELECTION CRITERIA

### Essential Professional Criteria

- Trade background.
- Demonstrated ability to read and interpret facilities plans and drawings.
- Demonstrated ability to organise trades for minor and major works.
- Understanding of procurement of contractors and services.
- Developed skills in Microsoft Excel, Word, Project and Outlook.
- Experience with finance and supplier management and/or facilities management systems.
- Understanding of legislative requirements for facilities related compliance.
- Current driver's licence.

### Desirable Criteria

- Tertiary qualifications in property or facilities disciplines.
- Demonstrated experience working in facilities management.
- Demonstrated ability to manage people and teams.

### Essential Personal Criteria

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation with a focus on outcomes and solutions.
- Ability to remain calm under pressure.
- Demonstrated commitment to customer service excellence.
- Demonstrated analytical, problem solving, time management and project management skills.



### Essential Personal Criteria (continued)

- Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes.

### General Expectations for staff at KWS

- Support for the culture of an Independent, Uniting Church School.
- Willingness to support the Mission, Vision and Values of the School.
- Serve as good ambassadors of the School, including conducting oneself in accordance with the professional standards of the School, being well-groomed and professionally attired.
- Taking an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

### Workplace Health & Safety Requirements

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.



### Workplace Health & Safety Requirements (continued)

- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, full time role commencing by negotiation and ceasing no later than 31 December 2025.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at the “Maintenance, Grounds and Green Keeping, Canteen and Shop Staff and Bus Drivers, Level 3 – Maintenance Supervisor” of the MEA and the base salary is \$81,939, paid in substitution of the rate specified in the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Kelly Gleeson, Human Resources Officer at [kgleeson@kws.nsw.edu.au](mailto:kgleeson@kws.nsw.edu.au).

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Professional & Personal Criteria in your cover letter.
- Ensure that your CV clearly outlines any relevant qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [kgleeson@kws.nsw.edu.au](mailto:kgleeson@kws.nsw.edu.au).

or addressed to

Kelly Gleeson  
Human Resources Officer  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*