



Shellharbour Anglican College

Position:	Property Services Manager
Reporting to:	Director of Infrastructure
Effective Date:	January 2026.
Type of Employment:	Full time, Monday-Friday. (Attendance at after-hours events may be required)

Key Responsibilities

As the Property Services Manager you will work closely with the Director of Infrastructure as well as the Head of Junior School and the Head of Senior School.

You will undertake the following duties and responsibilities:

Supervisor duties and responsibilities

Oversee all activities related to the maintenance of the College and perform hands on work as required, ensuring effective use of resources including:

- Strategically organise tasks and delegate tasks according to College priorities to support College staff
- Maintenance jobs as requested and completed in a timely and appropriate manner.
- Overseeing contractors and suppliers for budgeted minor works.
- Facilitating jobs as requested including setting up and logistics for events and functions.
- Ensuring high standard of appearance, presentation and performance of the College environment including buildings, grounds and landscaping.
- Manage staff (casual and /or permanent) as part of the Property team

Maintenance and Facilities Duties

- Oversee the repair or replacement of College property and other tasks which may arise and require attention and liaison with local contractors.
- Arrange the removal or cleaning of waste, trade waste or litter.
- Wash/clean buildings including internal and external walls as required
- Routine maintenance checks
- Oversee external security to ensure the College is secure during out of hours.
- Respond to after-hours security calls and attend call outs if/when required.
- Oversee cleaning contractors: follow up on any matters raised by staff, cleaners and sub-contractors and monitor the performance of the College's contract cleaners.
- Oversee cyclical preventative maintenance jobs as scheduled.
- Oversee movement of goods, furniture and equipment throughout the College.

Grounds Duties

Oversee the maintenance and development of grounds, garden beds, ovals etc in line with landscape plans.

- Schedule planning of works in line with seasonal requirements: School term versus school holiday requirements.
- Oversee the contractors currently employed to maintain the College grounds.

Workplace Health and Safety

- Ensuring, so far as is reasonably practicable, all work performed is in accordance with WHS Act, codes and Australian Standards.
- Oversee and follow up all WHS policies and procedures.
- Oversee and be aware of WHS, hazardous substances, environmental, water and noise regulations.
- Oversee the testing and tagging of electrical items.
- Hold regular safety meetings, such as toolbox talks
- Conduct site safety inductions for all sub-contractors to the College when needed
- Ensure all equipment and machinery are maintained and used in a safe manner.
- Ensure the safety of self and others.
- Participate in the College's Health and Safety activities and meetings

Other duties

- Attend staff meetings as required.
- Work flexibly and as a team in the pursuit of the College's mission.
- As specified by the Director of Infrastructure

Skills, Abilities and Personal Attributes

- Have an authentic Christian Faith and commitment. Be pastorally minded and comfortable with sharing their faith;
 - Actively maintain and support the Christian ethos and values of the College;
 - Be proactive, well organised and able to work to a high standard.
 - Experience and/or relevant tertiary qualifications in property maintenance.
 - Excellent communication skills with the ability to interact and liaise with contractors, visitors, team members, suppliers, staff and students in a friendly, professional and respectable manner.
 - High standards of integrity and reliability.
 - Self-motivated and independent with an ability to foster collegial relationships.
 - The Property Services Manager will hold a current C class driver's licence to enable the use of the College's grounds maintenance vehicle. A LR class driver's licence (light rigid) or a willingness to complete training is required
 - High level of organisational skills, initiative and professionalism in the workplace.
 - Ability and willingness to work outside normal office hours as required.
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No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training

PAY AND CONDITIONS

Employment will be subject to the provisions of the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 or any industrial agreement that replaces that award. This role is full time, Monday to Friday. Some work outside of standard hours may be required.

APPLICATIONS CLOSE: Friday 14 November 2025, 5pm

