



# Property Team Member Prospectus

## About Wycliffe

The Wycliffe learning community has been partnering with families in the Christian education of their children for 48 years. Wycliffe Christian School and Wycliffe Hope School are independent and non-denominational schools providing quality and engaging education delivered through a distinctly biblical worldview. The school grounds are nestled amongst natural bushland in the Lower Blue Mountains and provide a wonderful setting for students from Preschool to Year 12. In 2024 Wycliffe Christian School has 542 students enrolled from Kindergarten to Year 12, 44 students in its Preschool, and 36 students in the specialist Wycliffe Hope School.

Wycliffe seeks to empower parents in their God-given responsibility for the upbringing and education of their children. The school recognises the vital role of parents in the educational process, and prides itself on the strength of its partnership with home.

As a learning community Wycliffe intentionally seeks to see students maximise their God-given talents and prepare them to be agents of hope and change in a fragmented world. Wycliffe encourages students to take seriously the claims of Christ, celebrating His lordship over all life. The school's desire is to empower young people to become all that God has created them to be, finding their place and purpose in His world.



## Position Description

<b>Position</b>	<b>Property Team Member</b>
<b>Date reviewed</b>	3 June 2024
<b>Reporting to</b>	Property Manager
<b>Agreement</b>	Christian Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2023
<b>Classification</b>	Dependent on skills, qualifications and experience
<b>Status</b>	Full-time, 38 hours per week

The Property Team Member is an integral part of the Wycliffe community. The Property Team Member is responsible to the Property Manager for developing and maintaining a high standard of facilities and equipment, enabling the delivery of quality and engaging education. As a member of a small but dedicated team, this role assists in ensuring that the school property, buildings and equipment are well presented, maintained and equipped for students and staff. The Property Team Member operates with a high level of autonomy and is expected to display initiative, sound judgement, and reliability in carrying out the requirements of the position.

### Personal attributes

The Property Team Member will:

- Have a firm commitment to the school's *Statement of Faith* and *Vision Statement*, evidenced by a love for the Lord Jesus Christ and his Word, and a deep desire to honour Him through their role
- Participate fully in the spiritual life of the school, including daily participation in staff devotions
- Exude a Christlike personality, exhibiting both a relational and task-oriented approach to their duties
- Work collaboratively within the Property Team to continually improve school facilities
- Encourage a strong sense of shared ownership amongst all stakeholders (parents and carers, students and staff) for God's graceful provision for the Wycliffe community



## Key responsibilities

### Building and property management

- Maintenance and enhancement of buildings, furniture, fittings and grounds
- Completion of general and emergency repairs as required (including furniture, doors, locks, curtains, lights, painting, plant and equipment)
- Delivery of minor capital works projects
- Installation, repair and removal of fittings and furniture
- Ensure that all equipment is maintained to a high standard by performing routine and preventative maintenance
- Operation of hardware and equipment including school transport vehicles
- Maintenance school grounds, including mowing of grass, weeding, planting and maintenance of gardens
- Daily liaison with the Property Manager to ensure all property, grounds, facilities, and equipment are safe and fit for purpose
- Attend to and assess hazards and incidents, including appropriate action in consultation with the Property Manager
- Procurement of supplies, materials and equipment

### Cleaning

- Assistance with daily student and staff hygiene matters, including liaison with external cleaning contractors
- Liaison with waste removal contractors
- Performance of non-contracted cleaning tasks – pressure-washing of pathways, etc.

### Other duties

- Maintenance of property-related WHS documentation and risk management registers as required (in consultation with the Property Manager)
- Actively review and engage with the school Calendar and arrange/assist in the organisation and set up of furniture and equipment for school functions (assemblies, exams, etc.)
- Assist staff with general duties such as moving classroom furniture, equipment/boxes and emptying bins as required.
- Delivery of goods received into classrooms and storerooms
- Traffic management duties as required
- Pastorally-sensitive and discipleship-focused engagement with students undertaking service-learning opportunities
- Any other duties as assigned by the Principal or Property Manager



## Selection criteria

### Essential skills/qualifications

- A committed and active relationship with Jesus Christ, evidenced by regular attendance and service within a local church community
- Sound knowledge of building codes and regulations, Australian Standards and WH&S legislation
- Strong technical knowledge and diverse skills to perform hands-on repair and maintenance of equipment, facilities and grounds (carpentry, electrical, plumbing)
- Ability to work independently, be self-motivated and proactive, with the demonstrated capacity to prioritise tasks, work under pressure and use initiative to effectively problem solve
- Strong ability to work collaboratively and collegially as part of a small team
- A strong level of physical strength and stamina in order to undertake the inherent requirements of the role, including, but not limited to, strenuous activity, long periods of standing and walking, heavy lifting, the use of power tools, safe handling of chemicals, driving vehicles and working at heights
- A NSW White Card
- A current unrestricted Driver's License
- A current Working with Children Check

### Desirable skills/qualifications

- Trade qualifications, experience and knowledge relevant to large property and grounds maintenance.

## Information for applicants

For further information, please contact Mr. Paul Dowse (Property Manager) on (02) 4753 6422 for a confidential discussion.

To apply for this position, please complete the *Employment Application Form* available under the "Employment" tab of the school website (<https://www.wycliffe.nsw.edu.au/employment>). Please submit your completed application to the school by email to [lgray@wycliffe.nsw.edu.au](mailto:lgray@wycliffe.nsw.edu.au)

Applications close on Friday 21 June 2024. Interviews may be conducted as applications are received.