



Site Manager Position

Thank you for your interest in applying for the Site Manager position at Samford Valley Steiner School. This is a **Permanent Part-time** position. The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Smitha Mallya
Economic Development Manager



INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position of Site Manager. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment. The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

As per experience and in line with the current Staff Award Level (AO61)

Hours of Duty

Four Days a Week - 7.00am – 3.00pm (7.5 hours) or if acceptable to the candidate, this could be 6 hours per day, 5 days a week.

How to Apply

Your application should include:

1. A summary of your career, outlining relevant positions you have held and major responsibilities.
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.

Your application should be emailed to rcaynes@samfordsteiner.qld.edu.au and marked *Confidential – Site Manager Position*.

Closing Date

Applications close at **12pm, Thursday, 13 May 2021.**

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please email rcaynes@samfordsteiner.qld.edu.au.

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be notified of their outcome.

Contacts for Further Information If you require further information after reading this information package, please call the school on 07 3430 9600 to discuss with Smitha Mallya, Economic Development Manager.

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Site Manager
	Area	Whole school
	Position Reports to	Economic Development Manager (EDM)
	Role Location	Wights Mountain, QLD
	Key Role Relationships	Economic Development Manager (EDM) School Director Faculty Directors (EC, PS, HS) Site Team Teachers All Staff

ROLE CONTEXT	<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, double streaming in primary school.</p> <p>Administrative roles within the School exist primarily to support the teachers to do their work in delivering the uncompromised Steiner education to students and to help facilitate the School's growth over time.</p> <p>This role works closely with the Economic Development Manager and supervises the Site Team and external contractors to maintain infrastructure, Workplace Health & Safety and general presentation of the campus.</p>
ROLE PURPOSE	<p>Working as an effective member of the administrative team, the primary role of Site Manager is to:</p> <ol style="list-style-type: none"> 1. In consultation with the EDM, plan, develop and maintain the site. 2. Develop and maintain the schools essential services. 3. In consultation with the EDM, manage the day-to-day requirements of the site, ensuring that the grounds and buildings are safe and aesthetically pleasing. <p>As these duties can be quite diverse, requiring timely and effective solutions, this role requires a very organised and efficient approach to the work with a focus on forward planning and systematic implementation</p>

KEY ACCOUNTABILITIES	<p>Safety and Compliance</p> <p>Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.</p> <p>Site Coordination (Cleaning, Repairs and Maintenance) and WHS</p> <p>Contribute to a safe and aesthetically pleasing work environment at SVSS by coordinating site management activities, including Site Team tasks, garden contractor, construction projects, cleaning, preparation for events or Festivals, schedule of activities for Working Bees and general improvements and maintenance of the Site. Work with and assist the Site Team in their duties. This will involve being “hands on” on tools helping the Site Team. At the same time, proper record keeping of the Maintenance & Building / Site Audit schedules on MS Excel spreadsheets is a responsibility of this role. Professional email communication with external contractors. Oversight of Maintenance budget.</p> <p>Directly supervise the Groundsman and all maintenance related contractors.</p> <p>This position has direct supervision of the Groundsman and all maintenance & upkeep related contractors. This includes ensuring that all contractors hold the necessary qualifications, Blue cards and insurances. This is to be done in conjunction with the Accounting & Compliance Officer.</p> <p>Risk Management & School Security</p> <p>Develop and maintain the School’s Hazard register to ensure the identification and management of risk to both assets and people. Develop and implement effective strategies to ensure the security of the school and its assets are protected.</p> <p>Capital Development</p> <p>Assist the EDM liaising with Builders, Architects, and other professional service providers where required, to ensure that projects are completed to a high standard, on time and within budget.</p> <p>Asset and Facilities Maintenance</p> <p>Develop and maintain the necessary registers and plans to ensure that all grounds, buildings, furniture, fittings, equipment, and facilities are regularly inspected, repaired and maintained to an acceptable standard throughout the asset’s life and plans for their replacement are incorporated into the Capital Development Program. This will include comprehensive maps of the school’s essential services (power, water sewage, ICT etc).</p> <p>Workplace Health & Safety</p> <p>Assist the Accounting & Compliance Officer to ensure compliance with WHS matters, including WHS inductions of employees and sub-contractors, risk assessments, required reporting of incidents and accidents, site audits, WHS training and ongoing maintenance of the site and equipment. Assist with ‘return-to-work’ processes as needed. Be a contributing member to the Risk Management Committee.</p> <p>Kitchen Garden Management</p> <p>Oversee kitchen garden management to ensure that it complies with relevant WHS regulations in liaison with the Front Desk and cleaners.</p>
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SELECTION CRITERIA

Position title: Site Manager

Desirable Qualifications and Legal Requirements

1. Current First Aid Certificate.
2. Blue Card

Selection Criteria

1. Previous Site Management experience.
2. A current First Aid certificate or the ability to obtain one.
3. Excellent pro-active planning capability to track, update and implement a rigorous Maintenance schedule for the Site with up-to-date records.
4. Understanding of Workplace Health & Safety and ability to implement Safety plans for a complex site and maintain up-to-date records.
5. Intermediate level use of Excel spreadsheets to maintain records, professional email communication with external contractors.
6. Site team management to ensure timely completion of tasks and workload management.
7. Experience on tools to work alongside the Site team when needed.
8. Experience of managing assigned budgets.
9. The ability to communicate well with teachers, children and parents in a way that is in-keeping with the ethos of the school.