



CAMPBELLTOWN ANGLICAN SCHOOLS

Position Profile

Property and Facilities Assistant



Property and Facilities Assistant

Property and Facilities Assistant

Applications are invited for the Full Time position of Property and Facilities Assistant at Campbelltown Anglican Schools (CAS) to commence as soon as possible for the right candidate.

Campbelltown Anglican School Council

Campbelltown Anglican Schools Council delivers Christian Education to 1,800 students from the Macarthur community through St Peter's Anglican Grammar, St Peter's Heart, and Broughton Anglican College.

<http://www.stpeters.nsw.edu.au/>

<http://www.broughton.nsw.edu.au/>

Vision

The vision of Campbelltown Anglican Schools Council is to be a beacon to South – West Sydney that proclaims the gospel of forgiveness, hope and life through Jesus Christ, providing quality, visionary educational opportunities, encouraging a journey of lifelong learning.

Mission

To educate young people in ways consistent with the teaching of the Bible, the gospel of Jesus Christ, and the doctrines of the Anglican Church in the Diocese of Sydney, through maintaining and upholding the Christian faith in teaching and learning.

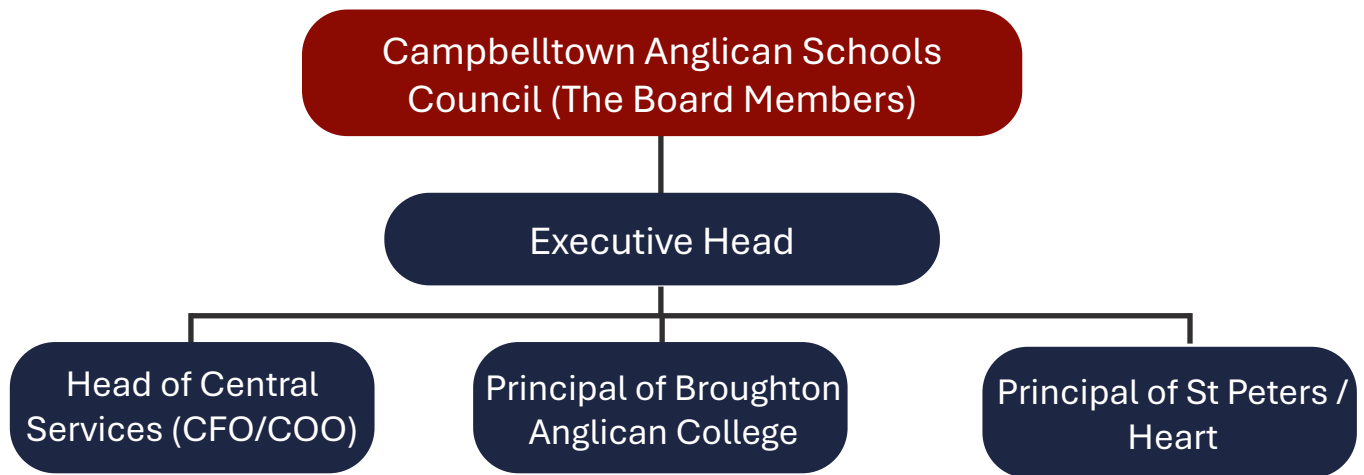
Central Services

Central Services is the business unit of Campbelltown Anglican Schools Council which is responsible for the provision of business support services to the schools.

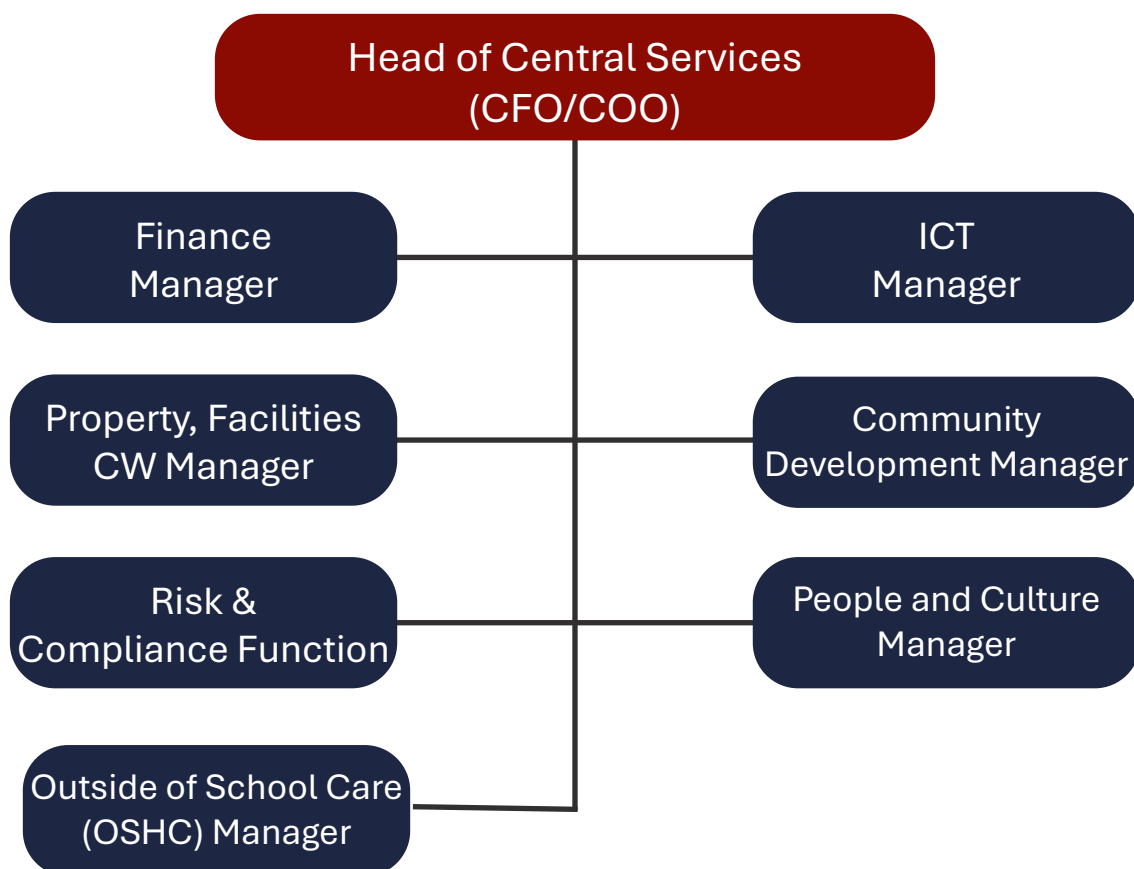
Central Services Functions

1. Governance Secretariat
2. Strategic Direction and Leadership
3. Mentoring and Support
4. Financial Leadership and Management
5. School Improvement
6. Property and Facilities
7. People and Culture
8. Risk Management
9. ICT Services
10. Communications, Events and Marketing
11. OSHC Services

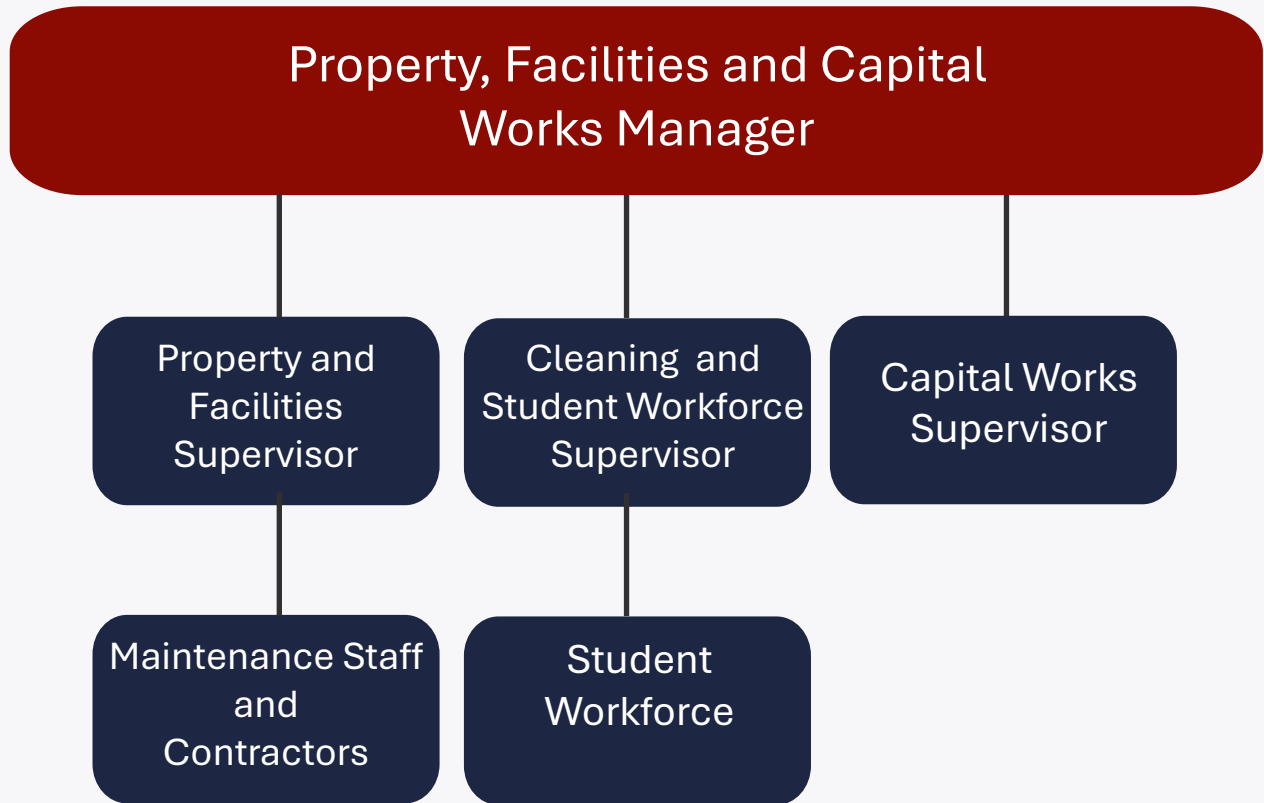
Organisation Structure



Central Services Structure



Property and Facilities



Property and Facilities Assistant

Position / Duties Description

Responsible to: Head of Central Services

Main Objective:

The main objective of the Property and Facilities Assistant is to work to ensure that the Property and Facilities are presented and maintained to a high standard.

The salary is calculated and payed determined by the Independent Schools (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025

Staff Discount on Fees for children enrolled in Campbelltown Anglican Schools.



Property and Facilities Assistant

Duties include:

- Professionally representing CAS in personal presentation, mannerisms and Christ-like service
- Operating with a high and consistent standard of service
- Working within the CAS framework at all times
- Participating in the Christian Life of CAS and participating in the wider life of the Campbelltown Anglican Schools

General Duties

- Assisting the Property, Facilities Capital Works Manager to ensure that CAS's buildings, plant, grounds, vehicles, and equipment are prepared and maintained in a presentable condition that allows for staff, students, contractors, visitors to use them safely and without risk to their health, safety, and wellbeing.
- Assist with Property and Facilities team to respond to and complete maintenance requests, ensuring tasks are completed in an effective and efficient manner.
- Regular inspection of Facilities to identify areas that require attention.
- Report incidents and hazards, and address or escalate risks to the Property, Facilities Capital Works Manager as required.
- Grounds maintenance.
- Facilities maintenance and repairs.
- Driving of vehicles.
- Assisting with Event and Emergency management.
- Assisting with deliveries and dispatching goods.
- Being committed to safe working practices and maintaining a safe working environment.
- Other duties as required.

Property and Facilities Assistant

Selection Criteria:

The Property and Facilities Assistant should have:

- Demonstrated experience in a similar role.
- Excellent customer service focus and strong service skills.
- Demonstrated ability to work with internal and external stakeholders and to follow direction.
- Self motivated and able to carry out general maintenance tasks autonomously.
- Willingness and ability to work in a flexible manner within a team environment.
- Current driver's licence.
- Intermediate computer literacy skills.
- Ability to proactively identify and provide solutions for potential and actual issues.
- Experience in basic carpentry/ joinery/electrical/plumbing or relevant field (desirable).
- Trade qualifications (preferred).
- First Aid Certificate (desirable).
- LR Licence (desirable).
- Ability to operate plant and equipment (desirable)
- Shows a willingness to develop self and to be adaptable to changing business need.
- Physically fit and able to undertake duties which may include manual handling.

Christian Faith

- Are a committed Christian, who is active in the life of a Reformed Evangelical Church, embodying the values and principals of their faith in both personal and professional life.



Property and Facilities Assistant

How to Apply:

Applicants are asked to provide the following information to support their application:

- a cover letter / email
- information addressing the selection criteria and duties description
- resume / CV
- at least three professional references or referee contact details.
- a statement of personal Christian faith and character including Church involvement.
- certified copy of qualifications, academic transcripts etc
- current Photo ID

The successful applicant will be asked to provide a NSW Working with Children's Check number to allow CAS to undertake the verification of the applicant's Working with Children's Check status prior to a final offer of appointment being made.

Applications will be considered as they are received. CAS has the right and discretion to interview and appoint an applicant as Property and Facilities Assistant at any time.

For further information contact peopleandculture@casc.nsw.edu.au