

Position Description

Assistant to the Property Manager

Multi Campus

January 2026

RELATIONSHIPS AND NETWORKS

LEAD BY

- Property Manager

COLLABORATES WITH

- Beaconhills Executive
- Administration Staff
- Teaching Staff
- Other teams in the College

LEADS

- N/A

EXTERNAL GROUPS

- Contractors of services
- Facility Hirers

POSITION CONDITIONS

This is a contract position, commencing as soon as possible and concluding on 5 May 2026.

The hours required for this position are 7am to 3.06pm, Monday to Friday.

This is a Multi Campus role.

Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2020.

**REFERENCE
DOCUMENTATION**

- *Staff Code of Conduct*
 - *College Policies and Practices*
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PRIMARY PURPOSE OF THE POSITION

The role of the Assistant to the Property Manager is primarily to provide support to the Property Manager and Property Team for admin security and other requirements as needed.

The incumbent must have excellent organisational and communication skills and will enjoy the challenge of working under pressure as part of a team providing a high standard of service and support to key customer groups within the College community.

Demonstration of a strong understanding of Microsoft Office applications, including Word, Excel and OneNote is necessary, as is demonstrated skill with databases.

The incumbent must possess flexibility to handle multiple tasks and the ability to prioritize their work, with professional attention to detail.

KEY RESPONSIBILITIES FOR THE POSITION

Administrative Support

- To provide administrative support to the Property Manager and Facilities Team to ensure the team operates efficiently and effectively.
- To ensure purchase requisitions and purchase orders are raised and processed for the supply of goods and services as required by the Property Manager. The purchases being conducted in accordance with the Procurement Policy and purchasing system.
- To compile information and obtain quotations for the Property Manager to assist with forming budgets and completing maintenance and improvement works.
- To assist the property Manager with scheduling works and services to ensure facilities are maintained to the required standards.
- To arrange meetings and appointments for the Property Manager as required.
- To complete any insurance documentation for claims for property, plant and equipment damage.
- To maintain the My Buildings database reflecting the assets held by the College, including all buildings, plant and equipment.
- To review any procedures and policies used by the facilities Team and recommend any changes to the Property Manager.

Venue/Facilities Use

- To receive enquiries for use of the College's facilities and liaise with prospective hirers on their requirements.

- To develop and maintain a schedule of external hirers detailing their use at each Campus.
- Prepare agreements for external hirers in accordance with the agreed terms for use and the schedule of fees and charges.
- To ensure each Hirer provides the required compliance documentation to complement their use.
- To review on a periodic basis the use of the facilities by external hirers and recommend any changes required.

Fleet Management

- To ensure that the College's fleet of vehicles are coordinated in accordance with the agreed procedures for use and bookings are arranged in accordance with the required procedures.
- To ensure the vehicles are maintained in accordance with the maintenance manuals and that repairs and maintenance are completed on time.
- To ensure regular checks are conducted of each item of the fleet and report to the Property Manager on any repairs and maintenance required.
- To ensure the required compliance documentation is maintained for each vehicle.

Security Systems

- To assist the Property Manager with the maintenance of the integrity security and sine systems.
- To assist with providing information from the security system to assist the College sections as required.
- To train users of the assist and support users to access the required data.

QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current (employee) Working with Children Check
- A current *National Police Check* (NPC) (valid within 12 months)
- A current first aid certificate (or a willingness to obtain)

COMPETENCIES

- Advanced computer and keyboard literacy, including experience with databases
- High level of accuracy and attention to detail
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High-level written, verbal and interpersonal communication skills
- Ability to adapt to the changing technologies of the College
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure
- High degree of confidentiality and discretion

SELECTION CRITERIA

- Possess an excellent knowledge of contemporary software programs and skills and experience in the use of computerised database systems
- Demonstrated high-level communication skills, including the ability to draft and edit documentation
- Possess excellent interpersonal skills, including the ability to interact effectively with a range of customers, staff and suppliers
- Possess the maturity to deal with people at all levels of the organization
- Evidence of the capacity to work professionally with a small team of people
- Demonstrated excellent organisational and time management skills including multi-tasking and meeting deadlines with minimal supervision
- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- Demonstrated flexible approach to work
- Confidence administering first aid (experience desirable)
- Familiarity with the operation of schools (desirable)

PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.