KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
PROPERTY & SERVICES ADMINISTRATOR

Document Control and Change History.

Position created	March 2026	Authorised: Principal
Reviewed		

KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
PROPERTY & SERVICES ADMINISTRATOR

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational, non-denominational Christian day school catering for approximately 1400 students from Kindergarten to Year 12. The College is committed to providing a safe, supportive and high-quality learning environment underpinned by Christian values and a culture of excellence, service and care.

The College maintains modern facilities and infrastructure designed to support creativity, innovation and effective learning while ensuring compliance with statutory, regulatory and safety requirements.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to positively influence the world around, for the glory of God.

Section 3. The Position

Title
Property & Services Administrator

Section/Department/Learning Area
Property & Services

Tenure and Workload
Permanent full-time (1.0FTE) position, subject to the satisfactory completion, by the appointee, of a six (3) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Property & Services Coordinator reports to the Property & Services Manager and works closely with the Director of Corporate Services, maintenance staff, grounds staff and contractors.

Section 6. Duties and Responsibilities

Overview

The Property & Services Administrator supports the Property & Services Manager in coordinating, supervising and delivering property, maintenance and services operations across the College. The role provides key administrative support to the Property & Service staff ensuring efficient workflow, documentation compliance and co-ordination of the department's responsiveness to College needs.

Christian Values

The role requires commitment to the Christian ethos of the College through modelling Christian behaviour, building positive relationships, striving for excellence and acting in the best interests of the College.

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Always acting in the best interests of the College, the Association and its ethos.

Key Responsibilities

Clerical and Administrative

- Generate internal and external business letters, reports and office emails produced in a timely and professional manner.
- Effectively manage College records, including generating and filing documentation to ensure recordkeeping security is achieved.
- Input into and extraction from the College systems (TASS and other systems)
- Procurement and keeping stock of goods required for the smooth operation of the College.
- Provide secretarial support to the Property & Services Manager, as required
- Oversee and delegate Property & Services email address and job tickets.
- Maintain records, reports and compliance documentation.
- Assist in the managing of external events, hiring and bookings.

Customer Care

- Provide professional customer care by effectively managing all incoming enquiries to the Property & Services department.

Operational Support

- Assist in the coordination, delivery, and recording of preventative and reactive maintenance programs.
- Coordinate contractor routine works.

Maintenance and Grounds

- Actively work alongside maintenance staff when setting up for events.
- Assist in the coordination and scheduling of day-to-day maintenance and grounds activities, staff requests and operational priorities.
- Assist in the coordination of Busy Bee's

Contractor and Services Coordination

- Liaise with external contractors and service providers in collaboration with Property and Services Manager
- Support contractor compliance and site coordination.

Internal Events

- Be the primary point of contact for staff regarding property and services aspects of internal school events.
- Coordinate event requirements with staff, Maintenance, Grounds, Security, Cleaning and other relevant departments to ensure all logistical requirements are identified and addressed.
- Organise, schedule and implement event set-up, pack-down and associated Property & Services requirements, including furniture, equipment, signage, barriers, waste management and other site requirements.

Workplace Safety and Compliance

- Assist Property and Services Manager with audits, inspections and safety checks.
- Assist in traffic management and event setups.

Workplace Health and Safety:

- Undertake and apply Workplace Health and Safety practices in the workplace to ensure safety of self and others and comply with College WSH policies and procedures.
- Ensure that contractors insurances are up to date.
- Assist in the implementation of contractor inductions and onboarding.
- Keep the Property and Services SDS's and SWMS up to date.
- Complete a variety of internal inspections documenting issues for escalation to P&S Manager.

Theatre Administration:

- Distribution of all documentation relating to the hire of the Auditorium by external parties.
- In conjunction with Theatre Manager collation of all returned documentation including Venue Hire Agreement, Technical Requirements Form and copy of Public Liability certificates.
- Ensure Public Liability certificates are current and valid, within the date of Hire.
- Review quotes based on information provided by Theatre Manager, schedule of rates and information contained in the Technical Requirement Forms.
- Liaise with the Finance department for the creation of invoices (deposit and final invoice upon cost finalisation), and release of deposit.
- Assist Finance department in follow up of outstanding payments in collaboration with the Finance department.
- Process purchase orders for any services utilised by the College, including on the night charges, as part of an External hire, ensuring they are based on quote information.
- Escalation of all disputes regarding venue hire to the Theatre Manager, who is responsible for resolving the dispute.
- Gathering details of any damages to College property during the external event and working with the P&S Manager and Theatre Manager to resolve.
- Booking of staff required for an event, as selected in conjunction with the Theatre Manager.
- Entering and maintaining information regarding external events into the Theatre, Foyer, Atrium, Oval and Gymnasium calendars.
- Request extra cleaning services as required and inform Property & Services Manager of additional cleaning requested.

Other Duties relating to the Position:

- Associated tasks as requested by the Property & Services Manager.

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
7. Current First Aid (HLTAID004) Certificate.
8. Current and valid WA Driving Licence.
9. Must be able to successfully complete and maintain a Fit for Work assessment relevant to the physical requirements of the role.

Essential

1. Relevant experience in property, facilities or maintenance coordination.
2. Strong organisational and communication skills.
3. Ability to work collaboratively and use maintenance systems.
4. Strong computer literacy.
5. Demonstrate initiative and possess the ability to be proactive when approaching tasks.
6. Able to maintain a positive work environment and poise under pressure during peak work periods.

Desirable

1. Experience in a school or complex operational environment
2. Knowledge of workplace safety and compliance requirements
3. Hold a Certificate III in Business Administration or equivalent level of expertise gained from a combination of recent experience, training or professional accreditation.

Section 8. Application

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form is available on the College website or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au

Applications Close: 12 noon, Thursday 12 November 2026

Peter Burton
Principal
March 2026