

**Business & Facilities Manager**

**Position outline, key responsibilities and selection criteria**

**Level:** ES 1-4

**Time fraction:** 1.0

**Hours & days worked:** 8.00-4.00pm

**Line manager:** Principal

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**Position outline**

The Business & Facilities Manager will support excellence in Teaching and Learning at the college by administration and management of all aspects of finance, personnel, building and facilities, OHS and general office administration in conjunction with Principal Class. The position requires a thorough working knowledge of Departmental procedures.

**Business Management:**

* Provide leadership, training and supervision relating to the day to day functions of the school administration support staff, exhibiting appropriate leadership skills.
* Manage and coordinate the delivery of administrative services within the school including financial, administrative, buildings and equipment management.
* Prepare regular financial statements for the Principal, School Council and Program Leaders.
* Contribute to financial decision making by the School Council through Chairing the Finance Sub-Committee of the Council.
* Be familiar and competent with GST and BAS requirements in relation to school finances.
* In consultation with the Principal and Finance Committee direct the accounting processes of the school and ensure that all funds are accounted for according to Treasury regulations.
* Assist the Principal with the preparation of the school program budget.
* Regularly monitor/reconcile the School Global Budget including the final end of the year submission to the department.
* Under direction from the Principal, manage the personnel functions of the school including the maintenance of personnel records and payroll functions, taxation workcover, superannuation and provision of advice in regard to conditions of employment of school staff.
* Manage the school's administrative support systems including CASES 21 and EDUPAY.
* Communicate and liaise with parents, School Council members, staff and students of the school
* Oversee and coordinate the implementation of requisitioning and purchasing procedures in the office.

**Facilities Management:**

* Ensure systems are in place to facilitate prompt attention to requests for repairs and maintenance identified by staff, this is to be done in conjunction with the Grounds and Maintenance staff member.
* Arrange for contractors to attend for adhoc repairs and maintenance as well as scheduled inspections and planned maintenance.
* Arrange quotes and ensure payment of contactors accounts in conjunction with the Principal.
* Assist in the management of Building and major projects as they arise, this is to be done in conjunction with the Principal.
* Ensure all fixed equipment for example heaters, air-conditioners, exhaust vents/fans etc are kept in working order.
* Short, Medium and Long term planning of Maintenance within College
* Establish Contracts and Tenders for Maintenance and new building works
* Engage and manage Contractors for works
* Manage school resources and facility repairs within budget
* Ensure facilities / assets meet OHS obligations

**OHS Management Nominee:**

* Providing and utilising resources to implement, maintain and review activities on the OHS Activities Calendar
* In consultation with relevant persons, review and plan the OHS activities at the commencement of each year.
* Making sure that as a minimum the actions required in each of the OHS procedures are planned and implemented.
* Making sure that employees, contractors and visitors have had the relevant information, instruction and training to enable them to complete the planned activities
* Reviewing the OHS Activities Calendar to ensure that planned activities are completed
* Making sure that OH & S Activities Calendar is prominently displayed in the workplace e.g. on noticeboards
* Chairing OHS Committee Meetings
* Consultation and Communication
* OHS Planning and Policy
* OHS Risk Management
* Induction and OHS Training
* Contractor Management
* OHS Purchasing
* First Aid
* EduSafe and advise the Principal where necessary of actions required.
* Asbestos Management
* Excursion paperwork completed by relevant staff
* Emergency Management – preparation of Emergency Management Plans; instigate and review Emergency Management Drills; Emergency Management briefings to staff and students
* Establish and direct staff to implement DEECD OHSMS: through application of all policies and procedures within school

**All of the above are to be carried out with regular consultation with the Principal to ensure the Principal is meeting their OHS obligations**

**Child Safety**

* Our school is a child safe environment. Our schools actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Please refer to the child safe code of conduct in your staff professional development folder.
* As a school staff member you play a critical role in protecting children in your care. You must act by following the four critical actions <https://cobramsc-vic.compass.education/Communicate/SchoolResources.aspx> as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused. You must act if you form a suspicion or form a reasonable belief even if you are unsure or you have not witnessed child abuse.

**Any other duties**

* Complete any other duties as directed by the Assistant Principal, or Principal.

**Selection Criteria**

1. Highly developed organisational and leadership skills, with the demonstrated ability to coordinate all facets of the office, including leadership of all Education Support Officers.
2. Demonstrated capacity to lead and manage the schools financial functions with a full understanding of program budgeting, financial recording and reporting methods and principles.
3. Demonstrated capacity to lead and manage personnel functions, including staff selection procedures, maintenance of personnel records and payroll.
4. A sound knowledge and excellent skills in the use of appropriate computer systems and associated applications including CASES 21, EDUPAY, SMS and Microsoft Office program.
5. High level of understanding of facilities management and OH & S systems and planning
6. High level ability to manage the flow of facilities management and O H & S information to staff and students
7. Ability to regularly interact with a range of internal & external clients and contractors to provide advice on facilities and O H & S management.
8. High level interpersonal and communication skills.
9. Demonstrated capacity to lead a team and be an effective team member.
10. Demonstrate a commitment to professional learning and growth for both self and other ES staff including support in development of Professional Development Plans.
11. Work independently without direction to prioritise workload