

SUPPORT SERVICES SUPERVISOR

The Support Services Supervisor is responsible for leading a team to maintain all NBCS buildings to a high standard, including internal and external areas, infrastructure, and grounds.

As such, this role supports the Principal in maintaining and developing the school mission of Excellence in Education, Christianity in Action.

Reports to:

Property and Facilities Manager

Responsibilities:

Lead and supervise the Support Services team, and perform associated 'hands on' tasks, to ensure:

- grounds are prepared daily, and in an orderly fashion, to be well presented and free from hazards, debris, and clutter e.g.: clear sidewalks and drives of leaves
- quality of work from external providers for site maintenance, including cleaning contractors (rubbish, windows and surfaces, toilets), escalating issues
- buildings are maintained, within the scope of support services capabilities: painting, replacing worn or stained carpet tiles, baseboards, trim, windows, down pipes, gutters, stormwater pits and grates. Escalating need for external services where beyond scope.
- school assets and resources are functional e.g., watering systems and mowing of sport oval, furniture repair, stocking and supplies
- events on the school calendar are supported, co-ordinating set up and pack down requirements. This includes moving furniture and other resources in and to learning spaces, staffrooms, and common areas and liaising with relevant event staff.
- timely transfer of deliveries to staff and areas
- tickets and ad hoc requests are responded to in a timely manner
- NBCS buildings and gates are opened and secured daily with complete a lock down at the end of each day.
- on site systems are managed, and processes such as electrical switchboards, outdoor lighting, retention tanks, sewer treatment, air conditioning plants and outlets, movable walls, and flexible learning spaces.
- traffic management of arriving and leaving NBCS during morning and afternoon routines, and special events
- driver is organised from team for school buses, as required

Support the Principal in developing and maintaining professional culture, a safe work environment, and upholding the School community:

- Actively support the Christian identity, ethos and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism
- Support colleagues by sharing resources and expertise, working collaboratively with the wider school team
- Commit to personal and professional growth with preparedness to undertake professional learning (as per School priorities)
- Assist in monitoring a safe and secure school environment for self, staff, and students
- Ensure, so far as is reasonably practicable, that all work is performed in accordance with the WH&S Act, relevant codes and Australian Standards, with a focus of on sustainable practices.

- Attend staff meetings, and complete administrative tasks associated with role
- Act as a role model, personally and professionally

Role interactions:

- Property and Facilities Manager
- Support Services team
- Senior Leadership
- School staff
- Specialist Administration team
- Parents and students (for parking and crossing duties)
- External suppliers and contractors

Requirements –

Knowledge, skills, abilities, experience and behaviours

- an active Christian faith, and life demonstrating consistency with Christian beliefs
- effective supervisory experience of a small team
- a relational approach to team members and School community
- good communication skills
- proven productivity
- flexibility to work in a dynamic context and willingness to work collaboratively with staff
- willingness, energy and physical capacity to be 'hands on'
- problem solving
- effective organisation and prioritisation
- Good computer literacy

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.