



**HOPE**  
CHRISTIAN COLLEGE  
A Ministry of Craigmore Christian Church

## Site Manager Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

The Site Manager role is an important role at Hope Christian College. This person will be able to work collaboratively and independently and as part of the broader support staff team. They will form a good working relationship with the Principal, Business Manager and the Principal’s Assistant. They will be directly responsible to the Business Manager. The Site Manager will fulfil this role with regards to Hope Christian College, Craigmore Christian Church and Yangala Resident Funded Retirement Village.

Site: refers to Hope Christian College, Craigmore Christian Church and Yangala physical facilities, assets, grounds and immediate environment.

### Personal Qualities

- The Site Manager will have the following personal qualities:
  - Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship as interpreted in the College Staff Code of Conduct and the College Purpose, Vision & Mission document
  - A professional demeanour and attitude
  - Capable of multi-tasking
  - Well-organised and detail oriented
  - Excellent interpersonal skills
  - Able to communicate with College leadership, staff and service providers
  - Personal integrity

### Duties

- Prioritise the needs of the three entities which make up the site with regards to how the site is managed in a timely and effective manner
- Involvement in whole of site planning and works as required, and implementation of decisions as appropriate
- Researching, planning and implementation of modifications and renovations of existing buildings and grounds
- Develop and manage a Scheduled Maintenance Program which is both preventative and cyclical ensuring implementation of the schedule
- Manage the budget for maintenance in consultation with the Business Manager ensuring future needs are planned for
- Manage relationships with contractors, trades and service providers
- Manage inspections of the facilities to identify and resolve issues
- Plan and oversee repairs and installation activities
- Manage internal facilities, furniture and equipment, orders, installation and storage
- Lead and Manage the Maintenance and Grounds staff team and the allocation of maintenance tasks
- Ensure WHS policies and requirements are complied with
- Respond to inquiries regarding maintenance issues
- Any other duties as allocated by the Business Manager
- Be responsible for joint use arrangements with Craigmore Christian Church

## Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
  - Department for Communities and Social Inclusion (DCSI) Screening for working with children or the update version thereof
  - Responding to Abuse and Neglect training (full day)
- Past maintenance and/or trade qualification preferred
- Project Management experience required

Tenure: Ongoing employment

Salary: \$85,000 - \$105,000 (negotiable dependent upon experience and qualifications)

Hours: 1.0 FTE (8:30am – 4:30pm)

Leave: 4 weeks annual leave (preferably taken during School Term weeks)