



Job Description

Position		Terms of employment	Responsible to
Property/Facilities Manager		Support Staff in Schools Collective Agreement	Principal
Central Beliefs			
• The Lincoln Tikanga: Let's be respectful, reliable, supportive and resilient underpin all we do. • We are all life-long learners (everyone is capable of learning). • We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.			
Employment Status			
• Fixed term • Part-time hours as advertised.			
Key Descriptors of an effective Property/Facilities Manager at Lincoln High School			
Professional Responsibilities	The Property/Facilities Manager's responsibilities include, but are not limited to: • Day-to-day leadership of the School's Property Team in a manner consistent with the LHS Strategic Plan, Board policies, statutory and regulatory requirements, and delegated responsibilities. • Property Team includes the caretaker, second caretaker and groundskeeper. • Manage infrastructure projects and/or contracts relating to infrastructure projects in consultation with appointed service providers, the Principal, Property Committee and Ministry of Education as required. • Assist with insurance renewal information and asset-related risk information in consultation with the Principal and Finance Manager.		

	Oversee canteen-related administration and contracts, including tenders, providers and operational follow-up, where not externally contracted.					
Functional Relationships	Internal: Principal, Senior Leadership Team, LHS Board, Property Committee, Health & Safety Committee, all staff and students. External: Ministry of Education, whānau and school community, contractors, Project Managers, auditors, insurance brokers, suppliers, canteen suppliers, and other agencies as required.					
Overview of the role	<table><tr><th>Role Purpose</th><th>Expected Outcomes</th></tr><tr><td> - Assist and advise the Principal and LHS Board in the strategic and operational management of school property-related activities. - Provide a strategic business view of property operations so available resources and infrastructure support school goals. - Plan and manage the development and ongoing maintenance of a safe, healthy and modern learning environment. - Provide sound operational management and asset management relating to property, grounds, buildings, plant, furniture and fittings. - Provide timely and sound advice to the Senior Leadership Team, Principal, Property Committee and LHS Board. - Monitor and manage all budget lines associated with the Role. - Oversee or coordinate canteen administration, including suppliers, tenders/contracts and operational processes as delegated. </td><td> - The school’s property is well maintained, safe, compliant, attractive and fit for teaching and learning. - Property planning is aligned with school priorities, Ministry requirements and available resourcing. - Property risks are identified early, reported appropriately and managed proactively. - Budgets are used effectively and sound financial management is shown - Canteen administrative support is well coordinated and aligned with school requirements. </td></tr></table>	Role Purpose	Expected Outcomes	- Assist and advise the Principal and LHS Board in the strategic and operational management of school property-related activities. - Provide a strategic business view of property operations so available resources and infrastructure support school goals. - Plan and manage the development and ongoing maintenance of a safe, healthy and modern learning environment. - Provide sound operational management and asset management relating to property, grounds, buildings, plant, furniture and fittings. - Provide timely and sound advice to the Senior Leadership Team, Principal, Property Committee and LHS Board. - Monitor and manage all budget lines associated with the Role. - Oversee or coordinate canteen administration, including suppliers, tenders/contracts and operational processes as delegated.	- The school’s property is well maintained, safe, compliant, attractive and fit for teaching and learning. - Property planning is aligned with school priorities, Ministry requirements and available resourcing. - Property risks are identified early, reported appropriately and managed proactively. - Budgets are used effectively and sound financial management is shown - Canteen administrative support is well coordinated and aligned with school requirements.	
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Key Responsibilities	<table><tr><th>Property/Facilities Manager Responsibilities</th><th>Performance Indicators</th></tr><tr><td>Buildings and property maintenance</td><td> The school’s property is well maintained and presented. </td></tr></table>	Property/Facilities Manager Responsibilities	Performance Indicators	Buildings and property maintenance	The school’s property is well maintained and presented.	
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	- Establish, maintain and review efficient systems and processes to manage all aspects of school property. - Maintain an overview of 5YA and 10YPP property plans and liaise with the MOE Property Advisor and contracted Project Managers regarding major building and site development programmes. - Manage the school's maintenance and emergency building requirements on a day-to-day basis. - Manage contracted maintenance services, including cleaning contractors, as required. - Ensure furniture, fittings, plant and equipment are maintained as required. - Ensure all appropriate measures are taken to maintain current Building Warrant of Fitness and electrical compliance.	5YA and 10YPP plans are regularly reviewed and the Principal and Board are advised of changes required to milestones. - Contracted maintenance is delivered within required timeframes, standards and budget expectations. - Property maintenance budgets are monitored and variances are investigated and reported promptly. - All buildings have current Building WOF and relevant compliance documentation.	
	Security of grounds and buildings - Maintain security systems, including changes for staff, holidays and special events; arrange servicing/repairs; liaise with security guards; check logs/cameras and follow up issues. - Maintain the school key register, including keys for staff, contractors and outside providers using school facilities. - Be available for call-outs if and when required, including outside school hours.	- The school site is secure and access systems are current, reliable and appropriately monitored. - Key and access records are accurate, controlled and updated promptly. - Security issues and call-outs are responded to appropriately and escalated when required.	
	Cleaning and presentation Manage cleaning contractors and review the cleaning contract annually.	- Cleaning standards are consistently maintained. - Issues are raised with line managers or contractors and resolved in a timely manner.	

	• Ensure cleaning of all school buildings is of the highest standard, including close and regular supervision and follow-up where work must be redone.	• Cleaning contract performance is reviewed and reported as required.	
	Property health, safety and risk management • Identify physical hazards and property-related risks across the school site. • Work with the Health & Safety Committee and relevant staff to ensure property-related hazards are recorded, controlled and reviewed. • Support safe systems for contractors, visitors, worksites, traffic management, emergency building issues and maintenance work. • Ensure property projects consider continuity of teaching and learning and minimise disruption where practicable.	• Property-related hazards are actively identified, controlled and reviewed. • Contractor and worksite risks are managed in line with school policies and legal requirements. • Property project planning includes clear risk mitigation and communication with affected staff. • Maintenance and project work contributes to a safe, healthy learning environment.	
	Vehicles, parking, facilities and signage • Manage parking at the school, school signage, hiring of school facilities and equipment, and school vehicles. • Maintain the fleet of minibuses and trailers, including gas, oil, tyres, water, WOFs, registrations, road user charges, mileage, maintenance and holiday cleaning.	• Parking expectations are communicated and monitored. • Signage is checked regularly and damaged items are repaired as required. • Facilities are available for hire and any hire issues are dealt with promptly. • Vehicle checks, WOFs, registrations, RUC and maintenance are completed on time.	
	Contracts, procurement, insurance and grants • Manage contracts and contractor relationships relating to property, infrastructure, grounds, cleaning, maintenance and other services. • Review contracts for goods and service provision regularly and, in consultation with the Principal, negotiate extensions or obtain competitive proposals.	• Contracted services are delivered within contract requirements and contracted price. • Contract variations are investigated and reported on. • Proper records are maintained of contracts and contractor performance.	

	- Assist with procurement policy and processes, and complete applications for grants where appropriate. - Provide property information required for insurance renewal and claims.	Procurement and grant processes support value for money and board policy requirements.	
	Canteen administration - Coordinate canteen tender/contract administration and communication with providers, including tender records, contract review information and operational follow-up as delegated. - Monitor and escalate issues relating to canteen services as required.	- Canteen tenders/contracts are administered and reviewed in line with school expectations. - Issues are followed up promptly and escalated when required.	
	Property Committee and Board reporting - Prepare Property Committee agendas and associated reports in consultation with the Principal. - Attend Property Committee meetings, take minutes, arrange distribution of minutes to Board members, and follow up matters arising. - Undertake other tasks or responsibilities delegated by the Principal.	- Property Committee agendas, reports and minutes are prepared in accordance with reporting timelines. - Matters arising from Property Committee meetings are dealt with appropriately and in a timely manner. - Board reporting provides clear visibility of property risks, progress and decisions required.	
Person Specification	Qualifications and Experience		
	- Proven experience in property, facilities, contract or operational management. - Property management experience. - Contract management experience. - Project management experience. - Experience working with multiple contractors, suppliers and stakeholders.	Knowledge, Skills and Personal Attributes Knowledge and Skills: - High level of organisational proficiency. - Capacity to lead and take responsibility for a task or project through to completion. - Strong analysis, planning, priority-setting and reporting skills.	

	• Experience supporting canteen or contract administration is desirable.	• Sound understanding of health and safety obligations in property, contractor and site management contexts. • Strong IT, written and oral communication skills. • Ability to manage budgets, contracts and records accurately. Personal Attributes: • Demonstrates high levels of professionalism. • Able to see the big picture while managing operational detail. • Approachable and able to relate to people at all levels and from all cultures. • Highly motivated with a strong desire to succeed. • Strong team player who builds constructive relationships. • Innovative and open-minded to new ideas. • Able to work calmly and effectively in stressful situations.	
Content Knowledge	• Demonstrates a high level of understanding pertinent to areas of responsibility.		
Building Learning Capacity Life-long Learning	• Actively engages in learning new skills and gaining new knowledge pertinent to areas of responsibility. • Attends professional development and training courses as provided or funded by the school.		
Relationships, Attributes, Community	• Establishes positive working relationships with students, parents, teachers, colleagues and external partners. • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. • Is a strong and supportive team player with effective communication skills. • Works confidently and appropriately, both autonomously and within a team environment.		

	• Demonstrates initiative, resourcefulness, integrity, honesty and resilience. • Maintains confidentiality at all times. • Communicates employment-related issues or concerns to the Principal.	
Signed (Employee): _____ Date: _____ Signed (Employer): _____ Date: _____		