



JOB DESCRIPTION

Property Manager

Responsible to:	Business Manager/Principal
Full time position:	40 hours per week
Salary:	\$ per annum
Key Responsibilities	
Long Term Property Maintenance <ul style="list-style-type: none">● Record all completed works and ensure they are completed by due date● Records kept of all works, contractors, costs and standards● Implement and maintain a yearly planner in conjunction with the Caretaker● Complete an Annual Report of achievements	
General Maintenance <ul style="list-style-type: none">● Carry out all regular property maintenance in conjunction with the Caretaker (daily, weekly, monthly etc)● Ensure building maintenance manual is kept up to date● Manage the online Property Request List responding and delegating to requests in a timely manner● Manage the online Hazard register reacting immediately to high risk hazards and responding and delegating in a timely manner to low risk hazards● Where appropriate obtain tradesperson assistance and take responsibility for them on site● Oversee all maintenance work	
School Cleanliness and Hygiene <ul style="list-style-type: none">● Ensure that the school is kept as clean as possible at all times● Manage and oversee external cleaning contractors● Liaison with appropriate suppliers, contractors etc● Efficiently manage the budget to achieve a high standard of cleanliness across the school	
Vehicles <ul style="list-style-type: none">● Responsible for well-kept school vehicles and trailers● WOFs issued on time● Services done regularly● Petrol kept topped up	
Contract and Project Management	

- Ensure that appropriate project planning is conducted
- Where necessary liaise with project managers
- Arrange for job specifications, quotes and/or tenders. Three quotes where possible
- Regularly monitor progress to ensure a high standard of work is carried out
- Where necessary obtain planning consent
- Maintain a register of contractors, works and standards
- Efficiently manage the budget of each project
- Ensure all health and safety requirements are met by those working on school property

Minor Capital Works

- Management of minor capital works projects
- Where appropriate arrange quotes and specifications
- Monitor and record work to ensure a high standard of work is carried out
- Ensure all minor capital works on the programme are completed

Staff Supervision

- Performance appraisals as required
- Weekly meeting with the Caretaker and Groundsman to review past tasks when necessary and establish a programme of tasks and responsibilities for the following week
- Ensure property staff adhere to the school's health and safety expectations and perform tasks in a timely fashion working to a high standard
- Training and induction as required

Security, Fire and Bells

- Control the alarm, fire and bell monitoring systems of the school
- Responsible for the issuing of alarm codes and keys
- Ensure all security and fire facilities are in sound condition and the school is as secure as reasonably possible
- Ensure all immediate security and fire maintenance tasks are carried out expeditiously

School Preparation

- Ensure classrooms are ready for start of year
- Oversee all furniture deliveries and maintain a schedule of times
- Ensure the hall is set up for start of year, assemblies and events as necessary throughout the year

Warrant of Fitness

- Ensure all measures are taken to maintain Building Warrant of Fitness each year

Resource Management and Equipment Maintenance

- Manage the budget relating to property and capital works in conjunction with the Business Manager effectively and efficiently
- Asset changes recorded including serial numbers
- Ensure expeditious repairs are carried out when required
- Provide guidance on budget input as required
- Ensure all checks and servicing is carried out regularly so that all machinery and equipment remains well maintained and in good working order

Reporting

- Provide full verbal reports on property management issues as required
- Report weekly to Business Manager

- Submit a full written report as required to the Principal and BOT on maintenance progress, jobs carried out and any relevant issues to ensure they are kept informed.