



MOUNT ALBERT GRAMMAR SCHOOL

Job Description

Assistant Property Manager

Responsible to:	Business manager and the Property Manager
Functional Relationships with:	Property Manager, Contractual Partners, Headmaster, Associate Principal, Senior Leadership Team, Director of Boarding, Director of Sport, Ministry of Education.
Hours of Work:	Part-time (52 weeks per year, including annual holidays) 20 hours per week.
Staff reporting to you:	Contractual Partners
Objectives:	<ul style="list-style-type: none">• Provide effective and efficient leadership, administration, responsibility and management of the implementation of the New Zealand Health and Safety legislation as it pertains to state schools.• Provide effective and efficient leadership, administration, responsibility and management of the construction and renovations of buildings within the School, this includes giving advice to the strategic decisions-making group involving the ongoing development and improvement of school facilities.• Establishing, building and maintaining positive relationships with contractual partners, and among staff.• Work in the best interests of the school.

Person Specification

- Experience in building construction industry.
- Experience in the implementation of Health and Safety legislation.
- Enthusiastic, self-motivated and flexible. Committed to providing high quality facilities for all.

- Excellent interpersonal skills. Relates well and responds effectively to the requests from senior staff and contractual partners.
- Excellent organisational and administrative skills. Able to use initiative and forward planning in order to meet deadlines.
- Computer literate.
- Good English skills (i.e. spelling and accuracy, ability to draft letters and reports).
- Ability to work and perform well in a sometimes demanding and stressful environment by following set procedures and adhering to school policies and guidelines.
- Team leader and team worker.
- Professional appearance and manner.
- Supportive of Mount Albert Grammar School and its community

Key Tasks:

Health and Safety

- Be responsible for Health and Safety in the school
- Setting up structures to aid the implementation of NZ Health and Safety legislation.
- Form and run a committee of representative members of staff to advise and report on Health and Safety issues.
- Prioritise Health and Safety needs and advise the Property Manager and Business Manager of these priorities.
- Be attentive to the possibility of Health and Safety concerns arising out of the physical environment on the campus.

Long Term Property Maintenance

- Support the Property Manager
- Facilitate the implementation of the 5 and 10-year property plan, in conjunction with the Board of Trustees, Headmaster, Business Manager, Property Manager and as required by the Directors of Boarding, Sport and Co-curricular Arts.
- Ensure all contractors' work is completed to an acceptable degree by due date, recorded as inspected and recorded as such (this includes contractors, costs, compliance)
- Report to the Board of Trustees, Headmaster, Business Manager and as required to the Directors of Boarding, Sport and Co-curricular Arts through the Property Manager.
- Assist in ensuring the school is kept well-maintained, attractive and conducive to teaching and learning
- Keep a register of preferred contractors and liaise with them to complete work.

Contract and Project Management

- Ensure that appropriate project planning is conducted, so that projects are well-managed
- Liaise with external project managers
- Arrange for job specifications, quotes and tenders, as required, to ensure sound budgeting and budget management
- Manage budgets, with the Property Manager, for property projects
- Regularly monitor progress to ensure a high quality of work and that project work is completed expeditiously
- Obtain planning consent, as and if required

- Keep a register of preferred contractors and liaise with them to complete work

Preventative Maintenance

Support the Property Manager to

- Carry out all regular maintenance checks to ensure the school is kept well maintained at all times
- Ensure building maintenance manuals are kept up to date, so that no hazard is created
- Carry out minor maintenance as required
- Oversee all maintenance work that is required to be completed by a registered tradesperson, ensuring that the costs are kept down
- Record all tasks undertaken, by whom and the standard of the work
- Ensure routine maintenance is carried out expeditiously

School Cleanliness and Hygiene

Support the Property Manager to

- Ensure the school is kept as clean as possible at all times and that the school is a safe and healthy environment
- Manage and oversee the external cleaning contractors
- Liaise with appropriate suppliers and contractors

Minor Capital Works

Assist the Property Manager to

- Manage and oversee all minor capital works to ensure a high quality of work is carried out
- Arrange quotes and specifications, as required and appropriate
- Monitor and record work

Staff Supervision

Assist the Property Manager to

- General supervision of all staff who are accountable to the property manager
- Check standard of work completed and time sheets etc
- Complete performance appraisal
- Complete training and induction, as required
- Ensure staff are informed of school issues and that work is completed to a high standard and following appropriate health and safety regulations.

Building Warrant of Fitness

Assist the Property Manager to

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

Reporting

Assist the Property Manager to

- Provide reports on property issues as required
- Meet regularly (weekly) with Headmaster, Business Manager and Associate Principal
- Attend and report to the property sub-committee of the Board of Trustees as required

Other duties reasonably required

- Such other duties as are reasonably required by the Headmaster or the Board from time to time
- Promote Health & Safety schoolwide and be a productive member of the H&S committee.