



Facilities and Transport Manager Position Description





Facilities and Transport Manager

Rehoboth Christian College

This is an exciting opportunity for a forward thinker to join our team as the Facilities and Transport Manager of our Kenwick Campus.

We are seeking a suitable applicant to work full-time or part-time (FTE 0.8-1.0) within a collaborative and friendly team.

The position will be vacant from Friday 1 September, so this role is offered as a fairly prompt start with a reasonable handover for a candidate who can start during August.





Our Vision

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

Our Mission

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

Our Purpose

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.



1. Position Summary

Title:	Facilities and Transport Manager
Responsible to:	Finance Manager and Chief Executive Officer (CEO)
Campus:	Based at Kenwick Campus
FTE:	Full-time 1.0 FTE
Description:	The Facilities and Transport Manager coordinates the maintenance and continued improvement of the grounds, facilities and equipment at the Kenwick Campus and manages the College's bus fleet to ensure its safe operation.



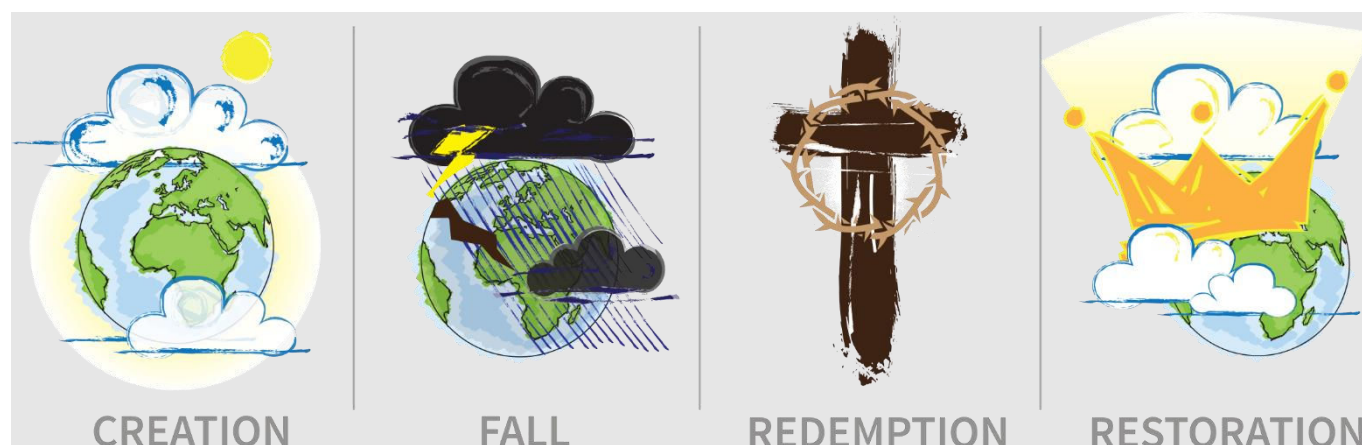
2. Introduction

Rehoboth seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible on the College's website.

Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.



Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

Rehoboth has a justified reputation for developing and delivering a distinct, Christ-centred education, and for

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College with a singular vision, mission, and purpose. Educational programmes are mirrored at both our Wilson and Kenwick Campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that the person and office of the CEO be committed to providing Biblically-based leadership and management at the College in a manner consistent with the College's Christian values and ethos.

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to the College's educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of "three schools, two campuses, one college." This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

3. Strategic Goals of the College

As detailed in our AXIOM23 Strategic Plan, we plan to make four areas our priority over the period 2020-2024 (see sidebar). The College aims to employ teachers who can cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

The College uses the SEQTA Learning Management System. Greater use of technology – for example, the use of Office 365 suite, flipped classroom lesson delivery, and cloud technologies – is now a growing feature of teaching and learning at the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should shape students of distinctly Christian character.

Our call to students, therefore, is to **be distinct** – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

Our goal is that students graduate with a distinctly 'Rehoboth' character. Each child's complete spiritual, emotional, social, and physical development is addressed, without compromising academic rigour. At the same time, we recognise that each student is unique and will excel in certain areas of the Learner Profile ahead of others: this is the nature of the gifts and talents God has bestowed upon them. Our aim is to nurture the six areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.


AXIOM23 STRATEGIC PRIORITIES

These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023 and beyond. Each initiative is driven by our Christian ethos and shaped by our Christian heritage.

- 1. Thinking Christianly: Biblical Literacy as Curriculum Foundation**
- 2. Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice**
- 3. Responding Christianly: Discovering Gifting and Calling**
- 4. Living Christianly: Student Care, Development, and Preparation**

The characteristics we seek to develop in our students are described in our Learner Profile:

BE DISTINCT



Oriented Biblically
Ref: Phil 3:8-15; 1 Tm 4:7-10; 2 Pt 1:3-8

Seeks His will
Ref: 1 Kgs 2:3; Prv 3:5-6; Mk 12:28-33; Eph 2:10

Inspired to excel
Ref: Rom 12:1; Rom 1:20; Phil 4:8; Col 3:23-24; 1 Tm 4:12; 1 Cor 7:17

Intolerant of mediocrity
Ref: Ps 1:3; Dn 3:8-25; Mt 7:24-25; Phil 3:13-15; Rom 8:28; Rom 12:1-2; Jas 1:12.

Engages and influences culture
Ref: Acts 17:16-33; 1 Cor 9:19-23; 2 Cor 10:1-5; 1 Pt 2:11-17.

Making wise choices
Ref: Prv 1:1-7; 1 Chr 12:32; 1 Cor 2:11-14; 1 Thes 5:21-22; Phil 1:9-10; 2 Tm 2:15; Jas 1:5.

4. General Expectations

A Facilities and Transport Manager should be an active committed Christian, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church and possess excellent communication and leadership qualities.

At Rehoboth, the Facilities and Transport Manager will:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church
- b) hold a valid Working with Children Check (WWCC) and clear a Nationally Coordinated Criminal History Check (NCCHC)
- c) be actively involved in the general life of the College, where appropriate
- d) support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE)
- e) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith
- f) demonstrate in all dealings with students a support of College rules and procedures
- g) be punctual for all rostered days of work

- h) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar
- i) carry out extra duties as required by the CEO from time to time
- j) adhere to the specific requirements of a department within the College, or of the College in general, and
- k) present themselves in a manner suited to the position.

This position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

5. Specific Essential Criteria

The essential criteria for the successful applicant:

- a) advising the OHS (Occupational Health and Safety) Committee on health and safety matters related to grounds and facilities
- b) ensuring a safe and healthy campus environment, as specified by OHS guidelines
- c) exercising overall responsibility for the daily security and of the campus, including locking and unlocking gates and doors as required and coordinating the primary contact person for the College's contracted security company, responding to after-hours callouts as needed
- d) overseeing any maintenance contractors employed by the College, such as electricians, plumbers etc
- e) maintaining records of the location of fire equipment and utility service lines – gas, water, electricity, phone etc
- f) purchasing and maintaining any necessary supplies and equipment and ensure they are safely and securely stored
- g) working in close liaison with campus staff and operate within the guidelines of practical budgeting; and be willing to assist in the education process at the College, which may include leading small discipleship groups, attending mission trips, oversight at sports events etc.

6. Specific Role Requirements

At Rehoboth, the Facilities and Transport Manager will:

- a) provide leadership and direction for the facilities team, which may comprise permanent, casual or volunteer staff
- b) ensure grounds and facilities are well-maintained so that the College environment is safe and attractive
- c) liaise with the Senior Leadership Team to prepare and implement a preventative maintenance schedule, with annual, monthly and weekly activities; covering all aspects of campus maintenance

- d) ensure the campus Maintenance Log (ticketing system) is up to date and liaise with Principals regarding progress
- e) prepare and maintain play and grass areas, including ovals;
- f) plant and maintain trees, shrubs and gardens and oversee work carried out by other grounds employees and volunteers
- g) maintain reticulation systems and monitor water usage
- h) monitor any applicable environment issues such as the disposal of rubbish, use of chemicals, etc
- i) mark grounds for sports activities as required, and maintain sports pits
- j) maintain buildings, fixtures and fittings in a serviceable and attractive condition and in accordance with OHS guidelines
- k) attend to all damage and breakages, including those caused by break-ins outside of normal business hours
- l) inspect and oversee the cleaning contractors' work
- m) ensure that verandas, entrances and offices are clean; and
- n) ensure that garbage bins are cleaned, and pick-ups organised.

7. Transport Management

At Rehoboth, the Facilities and Transport Manager will:

- a) drive the College's buses on assigned timetables as well as on excursions, camps and other offsite activities as scheduled from time to time
- b) ensure that buses are operated in a safe and effective manner so that:
 - i. risk of injury, property damage and loss of life is minimised, including regular inspections of the fleet for any maintenance or repairs, passengers are wearing seatbelts at all times, and seeing to any other circumstance where passenger safety is a concern
 - ii. all relevant legislation, policies and procedures are adhered to
 - iii. the buses are cleaned and maintenance according to any approved scheduled and as needed
 - iv. the buses are refuelled according to any approved scheduled and as required
 - v. the buses are safely and securely stored.
- c) ensure that rosters are prepared and that bus usage is accounted for
- d) prepare and implement schedules for regular maintenance, repairs, servicing, cleaning and other items as appropriate
- e) ensure that timetables are prepared for daily home-to-school bus routes, advise the Senior Leadership Team on recommend changes and considering the needs of parents, staff and any other College activities
- f) ensure vehicle logbooks are maintained in conjunction with drivers
- g) provide advice and information to the Finance Manager in relation to fleet expenses
- h) provide leadership and management of the team of bus drivers
- i) represent the College well in dress and conduct within the College and to the wider public.

8. Personal Requirements

At Rehoboth, the Facilities and Transport Manager will:

- a) be a practicing Christian role model
- b) possess outstanding communication skills (with teachers, children and parents)
- c) have an ability to work independently and as part of a team
- d) enjoy helping children learn
- e) apply good behavioural management skills
- f) be able to accept direction and supervision.

9. Interpersonal Relationships

At Rehoboth, the Facilities and Transport Manager will:

- a) seek to establish a rapport with students and parents
- b) communicate with students, parents and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response
- c) maintain professional confidentiality regarding information about students
- d) complement the various teams of teaching and non-teaching staff operating within the College
- e) participate in staff social functions.

10. Professional Development

At Rehoboth, the Facilities and Transport Manager will:

- a) endeavour to keep up to date in areas associated with the various roles at Rehoboth
- b) participate in particular appraisals schemes that operate within the College
- c) attend nominated professional development days, and
- d) avail themselves of the specific PD days which are made available to them in an area of need or interest.

11. General Terms and Conditions

General Terms and Conditions are available under a separate cover.

12. Intellectual Property

- a) **Intellectual Property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an Employee that are classified as intellectual property included, but are not limited to:
 - i. teaching aids, materials, or resources
 - ii. ACE-specific curriculum and Christian worldview content

- iii. website and software development
 - iv. educational programmes
 - v. assessments, and
 - vi. policies, plans, guidelines, work, research, and reports.
- b) All Intellectual Property rights with respect to any materials created and developed by the CEO during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
 - c) Staff are required to protect and preserve the Intellectual Property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
 - d) The College demonstrates ownership of its Intellectual Property by:
 - i. the inclusion of the College logo
 - ii. a copyright statement (normally located in the footer of the document).
 - e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.
 - f) Staff must ensure that all Intellectual Property created for ACE adhere to the rights of others.
 - g) ACE cannot give away or assign its Intellectual Property without the approval of the Chief Executive Officer.
 - h) ACE Intellectual Property is not to be used for private purposes without obtaining written permission from the CEO.

13. WWCC and NCCHC

- a) The Facilities and Transport Manager will be responsible for providing a valid [Working with Children Check](#) (WWCC). This must be obtained from an Australia Post outlet, from the Business Office, or online.
- b) The Facilities and Transport Manager will be responsible for providing a valid [Nationally Coordinated Criminal History Check](#) (NCCHC) which must be obtained via the Western Australian Department of Education. The NCCHC is to be no more than three months old at the time of appointment.

14. Health and Right to Work

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

15. Performance Evaluation

Performance will be measured using the specific role responsibilities. Rehoboth has a firm commitment to performance evaluation of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken annually.

16. Appointment and Commencement

The successful applicant will be able to commence duties as soon as possible. A contract will be negotiated with the successful applicant. The contract will be subject to the normal probationary period.

17. Application Instructions

Applications must be completed through our website via the Non-Teaching Staff Application link below and must include the following:

- Non-Teaching Staff Application Form available online at <http://reboth.wa.edu.au/staff/employment/>.
- A complete and current CV.
- A statement outlining your experience in regards to the general expectations and specific role responsibilities required of the position.
- A letter of reference from your church pastor/minister.
- A copy of your qualifications, WWCC and NCCHC.

You will receive an acknowledgement confirming receipt of your application.

Should you have any questions please do not hesitate to contact the Business Office on 08 9274 9910 or Mrs Tania Potter, Finance Officer, hr@reboth.wa.edu.au.

The closing date for applications is 18 August 2023.

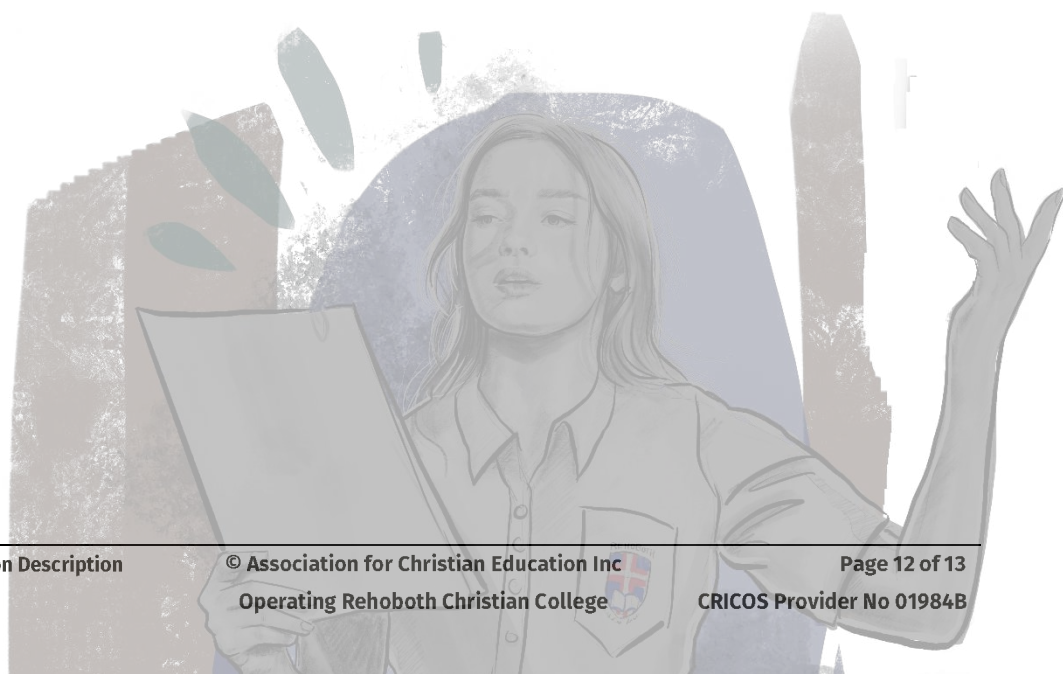
18. Acknowledgement

I have been provided with a copy of this position description.

DATE

NAME

SIGNATURE





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