



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

FUNCTIONS & FACILITIES COORDINATOR (Maternity Leave)

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Position:	Functions & Facilities Coordinator
Reports to:	Facilities & Operations Manager
Type of position:	Part time – Fixed term contract 9 months Hours 11am to 5pm (0.72) – Maternity Leave Cover
Date prepared:	May 2018

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The Functions & Facilities Coordinator is responsible for the administrative and logistical support required to deliver successful functions for the School as well as providing support to the Facilities & Operations Manager (FOM) in the general function, safety and security of the school facilities.

This is a hands-on role and you will be required to liaise with contractors, clients and service providers (internal & external) and undertake invoicing and administrative tasks.

Key Responsibilities

FUNCTIONS

- Meeting with clients (internal and external) to identify the objectives of the function and determine the requirement that must be met to accomplish those objectives e.g. facilities and services
- Liaise with the appropriate member of the Development Office staff regarding Parents' Association, Support Groups and OCGA functions to confirm room requirements, timing and set up for their functions
- Conduct tours of the School complex with potential clients when required to show spaces available and ensure prompt responses to client requests / enquiries
- Ensure all client communication is documented and recorded in Client files according to procedures
- Meet with relevant teams when planning a function – monitor and format work within budgets, review administrative procedures and discuss progress
- Coordinate logistics for a function e.g. catering, signage, displays, audio visual equipment, lighting, printing, parking, security, BMS, bump in / out etc.
- Functions administration e.g.: quotes, invoicing, checklists, run sheets, floor plans etc.
- Negotiate contracts for services, approve invoices and monitor financial reporting
- Support the School Leadership team in providing high quality professional functions
- Coordinate parking attendants, security and emergency services when required
- Ensuring all relevant documentation / contractual paperwork is signed off e.g. Method of Payment, Terms & Conditions and Function Event Orders
- Constantly assess client feedback, procedures and seek ways to improve our Functions offering
- Manage the afterhours and functions/events bookings calendar
- Assist and participate in the training of new Function staff members as and when required
- Oversee the roster for Functions to ensure a relevant CGS representative is present at all Functions
- Manage all financial aspects of functions, including:
 - Preparation of quotations
 - Authorisations of related expenditures
 - Reporting on function financial results – by function and monthly
 - Invoicing

- Ensure that the correct processes and procedures are followed for each Function, complying with all required legislation and regulations, including those related to OH&S

FACILITIES

General Functions

- Oversee and support staff in the use of Audio Visual technology within the Sports Centre including scoreboards and timing systems.
- Participate in regular staff Health and Safety and First Aid training and Centre orientation sessions.
- Maintain vigilant oversight of the security of the Centre with particular attention to unauthorised access by staff and students, and the locking of each area, especially the Pool Hall, when not in use.
- Meet the information needs of staff and families in relation to the activities in progress within the facilities in question
- At all times, be alert to the potential risks associated with the various activities and intervene when appropriate. Conduct ongoing risk assessments in order to manage the risks that arise from the day-to-day operation of the facility.
- Maintain the First Aid equipment and materials stock in the Sports Centre first aid room. Inform the Coordinator of Student Health Services when refills are required. Keep the First Aid Room clean and tidy at all times.
- When necessary, act as Fire and Safety Warden and take charge of emergency and evacuation procedures within the facilities.
- Assist with facility set up and function requirements when applicable
- Control the visitor traffic and behaviour in the Sports Centre and PAC in the context of maintaining a safe environment for all. This may include:
 - Directing parents/ carers to the appropriate spectator areas, and away from entering any of the sports halls or standing in the corridors
 - Ensuring that adults take responsibility for the supervision and safety of accompanying children
 - Ensuring that change rooms are appropriately signed and accessed accordingly
- Liaise with the Duty Manager to ensure that at the conclusion of their shift, they liaise with the cleaning staff and any remaining coaching staff to ensure that the Centre is securely locked, electrical items are switched off and the alarm is set (if appropriate).

Safety and Security

- Ensure all relevant Occupational Health and Safety Procedures and standards are maintained by School staff and by all Coaches who work on the site. Where a breach of safe work practice occurs, act proactively to prevent the breach from continuing. When necessary, immediately inform the FOM of the breach.
- Ensure all Occupational Health and Safety matters are addressed promptly and reported in accordance with legislative requirements.
- Maintain a working knowledge of the Centre's Fire and Evacuation Warning System and Procedures, all fire equipment and security systems

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Facilities & Operations Manager
- Duty Managers
- Property Manager
- Assistant Property Manager
- Sports / PE Department
- Business Manager
- Maintenance
- Students

External

- Catering
- Cleaning
- Suppliers
- Parents / carers

Direct Reports

- N/A

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Previous experience in Facility operations administration - essential
- Previous experience in delivering functions / events / hospitality – desirable
- Experience in preparing client proposals, function schedules, run sheets etc.
- Ability to administer first aid and provide leadership in the case of an emergency
- Strong administration background - essential
- Excellent client management skills - essential
- Exceptional customer service skills
- Exceptional communication and interpersonal skills
- Outstanding time management and organisational skills with the ability to juggle several tasks and responsibilities at once
- Strong computer skills in Microsoft Office as well as experience using databases – My Maintenance (advantageous)

Qualifications

- First Aid Qualified - essential
- EpiPen qualification
- Relevant tertiary qualifications Business / Event Management – desirable
- CPR qualification with Defibrillation component
- Pool Lifeguard Award – desirable
- Pool Lifeguard experience - desirable
- Working with Children Check
- National Crime Check

Competencies, Behaviours & Attributes

- Attention to detail
- Work well in a team environment
- Proactive, can-do attitude, self-motivated
- Enthusiastic and passionate about delivering exceptional service
- Strong work ethic
- Demonstrated professionalism at all times
- Maintain confidentiality at all times
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively works to and actively demonstrate CGS's workplace values
- Ability to work flexible hours including evenings and weekends - essential

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read and understand the **Functions & Facilities Coordinator** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____