



POSITION DESCRIPTION

Title:	Property Assistant and Bus Driver
Reports to:	Property Operations Co-ordinator
Direct reports to this role:	NA
Internal Liaisons:	Property Coordinator, Property Assistant, PLC SLT, Managers, HODS, staff and students
External Liaisons:	PLC parents and visitors, Contractors and Suppliers

Purpose

The Bus Driver and Property Assistant is responsible for driving all bus routes and assisting with the maintenance and repair of property, equipment and facilities at PLC including providing service and support for the day to day operations of the School. Providing a high level of customer service is pivotal to this position. This position is required during term time and non-term time periods.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.



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Service and Values

- All responsibilities and activities are to be carried out in accordance with PLC's ethos, values, and standards of behaviour as set down by the school and as amended from time to time.
- It is expected that individuals will demonstrate and promote service excellence and support the school in its objectives at all times.
- Participate in professional development activities conducted by PLC as required or directed.

Child Safety Commitment

All students who attend PLC have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by PLC in child- connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at PLC take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.



Key Result Areas

Bus Driving and Cleaning

- Drive School buses for all school runs in a safe, reliable and punctual manner as per the driving schedule;
- Ensure the ongoing internal and external cleaning of school buses on a daily/weekly basis to a high standard; and
- Maintain the buses including fuel levels, conducting vehicle checks, licencing etc (as per monthly checklists).
- Proactively report any repairs to the Property Co-ordinator.

Grounds, Building and Infrastructure

- Proactively attend to allocated ticket tasks; and
- Monitor buildings, infrastructure and equipment to ensure safety to the staff, students, contractors, parents and visitors, and proactively report to the Property Co-ordinator.

Cleaning

- Attend to any cleaning of equipment, facilities, grounds, paving, vehicles, buildings etc. as directed; and
- Assist with picking up rubbish on campus, and rubbish and recycling bin management.



Set-up and Dispatch

- Set-up and pack up equipment, furniture, marquees etc for assemblies, functions and events, as directed by the Property Co-ordinator; and
- Deliver parcels, stationery, equipment etc as directed.

Compliance Checks and Monitoring Safety

- Proactively ensure that PLC meets compliance, health and safety requirements through appropriate monitoring, checks and reporting.

Other

- Efficient use of the PLC Property 'Ticket' system and procedures ensuring a high level of customer service at all times to internal customers; and
- Any other responsibility or task as set out by the Property Operations Manager and Property Coordinator.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students;
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time;
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner; and
- When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, Experience and Attributes

- Passionate about educating young women;
- Current Working with Children Check and Police Clearance **mandatory**;
- Current Driver's License;
- Bus Driver's License;
- Skills in repairs and maintenance of facilities and grounds;



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- Excellent interpersonal and communication skills and proven ability to liaise effectively with different stakeholders;
- Demonstrated ability to work both independently and as part of a team in a flexible manner.
- Demonstrates a passion and commitment to the vision and values of PLC;
- Ability to proactively identify solutions to potential and actual problems, always striving for continuous improvement;
- Ability to multi task, organize work and meet deadlines;
- Is enthusiastic and helpful with a customer focused manner and attitude;
- Possess a positive attitude, strong work ethic, is reliable and punctual;
- Sound working knowledge of relevant policies and procedures; and
- Exercises ownership and concern for quality of own work reflected in quality of work and attention to detail.

Desirable

- Trade/Building Qualification (electrician, plumbing, carpentry/joinery, mechanic etc.);
- First Aid Certificate; and