

Job Title:	Facilities Coordinator
Classification Level:	School Assistants Salary – Services Stream (Grade 4)
Department:	Facilities Team
Reporting relationships:	Property & Facilities Manager

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Facilities Coordinator plays a key operational leadership role within the Facilities Department, supporting the Property and Facilities Manager in the effective day-to-day management of maintenance and facilities operations across both the Wynn Vale and Adelaide Hills campuses. Acting as second-in-charge, the Facilities Coordinator helps ensure maintenance services are delivered efficiently, compliance obligations are met, contractors are effectively managed, and school facilities are maintained to a high standard.

Key Responsibilities

Responsibilities for this support role include but are not limited to the below:

Maintenance & Operations

- Coordinate and prioritise daily reactive and preventative maintenance requests across both campuses.
- Allocate routine tasks to Facilities Team members and monitor progress to ensure timely completion.
- Undertake minor repairs, refurbishments, and general maintenance duties while maintaining high standards of presentation across buildings and grounds.

Contractor & Compliance

- Liaise with external contractors to coordinate routine maintenance and minor works.
- Schedule contractor visits and ensure WHS and child safety requirements are met.
- Conduct basic site safety checks, report hazards promptly, and maintain accurate contractor records.

Compliance & Safety

- Ensure contractors and Facilities Team members follow WHS protocols and child safety standards.
- Conduct routine site safety checks and report hazards promptly.
- Maintain accurate records of incidents and hazard reports for review by the Property and Facilities Manager.

Team & Communication

- Support the Facilities Team through effective scheduling and clear day-to-day communication.
- Contribute to a positive team culture aligned with the School's values.

Cross-Campus Support

- Provide day-to-day operational support across both Wynn Vale and Adelaide Hills campuses.
- Maintain consistent maintenance standards and procedures across both sites.
- Coordinate the movement of equipment and resources between campuses as required.

Administration & Reporting

- Maintain accurate records of maintenance activities, contractor works, and compliance checks.
- Assist with budget tracking, invoice processing, and related administrative tasks.
- Prepare summaries of completed and outstanding works for regular review by the Property and Facilities Manager.

Event & Operational Support

- Assist with room setups, furniture moves, and general logistical support for school events.
- Ensure equipment and spaces are prepared and ready for scheduled activities.

Key Performance Indicators

Staff are expected to work effectively in a team environment and manage their working relationships to ensure expectations are achieved. The performance of the Facilities Coordinator will be assessed against the following indicators:

- Maintenance requests are prioritised, actioned and recorded in a timely manner, with preventative maintenance supported as scheduled.
- Minor repairs and approved works are completed to a high standard across both campuses.
- Contractors are inducted, supervised and compliant with WHS and child safety requirements.
- Site safety checks are undertaken, hazards reported promptly, and compliance records maintained accurately.
- Maintenance standards and procedures are applied consistently across Wynn Vale and Adelaide Hills campuses.
- Facilities and equipment are prepared reliably for school events and daily operations.
- Positive teamwork, clear communication and leadership aligned with King's values are demonstrated, including support during Manager absence.

Personal attributes and skills

A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students is essential to this role.

- Experience in facilities coordination, maintenance, and grounds management.
- Knowledge of WHS legislation, compliance, risk management, and child safety requirements.
- Familiarity with school policies, procedures, and emergency protocols.
- Strong problem-solving skills and flexibility to adapt to changing priorities.
- Ability to work collaboratively within a team and independently as needed.
- Excellent communication and interpersonal skills, with a professional and patient approach.
- Physical capability to meet the demands of the role.

Terms and conditions

This is a permanent, full-time position working across 52 weeks of the year inclusive of 4 weeks paid annual leave. The role requires the capacity to regularly support the Adelaide Hills campus in-person and remotely, ensuring consistency in service delivery.

The salary and conditions of this position will be negotiated in line with qualifications and experience and are subject to the current King's Baptist Grammar School Enterprise Agreement.