



Support Position | Whole School

Property Services Assistant

Full-time / Permanent

Danebank is one of the leading Christian girls' schools in Australia with a wonderful reputation and proud history of excellence and innovation in thinking, learning and care. We nurture and inspire girls to flourish through inclusive and powerful educational opportunities.

We aspire for each girl to become all she is purposed to be.

Our guiding values are compassionate service, creative collaboration, respectful relationships, courageous optimism, personal excellence, loving kindness and taking responsibility. The life of our school is anchored in a Christian foundation and our worship and spiritual life is grounded in the Anglican tradition. The very essence of our motto - **Ut Prosim** *That I May Serve* - reflects our intention for each girl to develop meaning in her life, to grow in faith, to serve others and to contribute to society into the future.

Our Approach

Our approach to education is futures-focused and holistic: we integrate student wellbeing, learning and personal development to help shape the social, emotional, physical, cognitive and spiritual aspects of each individual.

Our Staff

Danebank acknowledges and values the contribution that all staff, teaching and operational, make to the achievement of the School's strategy and is committed to supporting all staff in their endeavours.

Danebank staff are passionate about learning and deeply committed to the wellbeing and growth of each girl. Our heart to serve and vision to improve drives our collaboration, innovation, professional growth and pursuit of the best for ourselves and our community. Staff enjoy working in our engaging environment.

Position Description

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School and the development of the skills and knowledge of the position.

Position Title Property Services Assistant	
Reporting Manager	Property and Facilities Manager
Role Purpose	All staff have the responsibility to support Danebank's aspiration and intent, upholding its core values and Christian foundation. The Property Services Assistant is responsible for assisting the Property and Facility team with day to day operational related matters of the school, ensuring a safe, attractive and sustainable learning environment. The role oversees all requirements across campus and cover Facilities Team as needed including school bus driver cover. Works closely with all property and maintenance and contract staff at Danebank to ensure the School is maintained to a high standard of safety and presentation at all times to enhance learning and support our students, staff and community.
Specific Duties and Responsibilities	Maintenance, Grounds and Facilities ● Assist and work with the property team to ensure school grounds, properties and buildings are well presented and maintained with excellence, projecting the School's brand and supporting learning needs of the community, including: ● Ensure timely and professional resolution of maintenance matters are actioned. Tracking facility service requests/tickets. ● Assist the facilities team with moving furniture and equipment around the school as necessary. ● Assist with the development and implementation of preventative maintenance, and perform periodic inspections. ● Assist in grounds upkeep, empty bins as schedule, collect and clear debris, leaves and monitor the campus surrounding to keep it clear and clean. ● Review any school functions via calendar and ensure functions (including examinations, events) are supported through seamless arrangements such as set up, cleaning, security, and pack up ● Assist to monitor grounds condition, gardens, trees, along with windbreak and shelter areas and aesthetic paved areas establish and maintain pedestrian ways, service areas, and other traffic areas around the school ensure appropriate management of signage, fences and gateways are in order. ● Cover shifts as required this may include – open/ lockup and School bus runs as required. ● Perform general maintenance work which includes the use of trade power tools, saw table hand tools and grounds machinery. ● Responsible for operating, maintaining and adjusting machinery, as appropriate ● Cleaning and inspecting machinery after each use, reporting any problems to the appropriate manager. ● Assist with courier delivery, material relocation event set up/ pack up and preparation of various materials for student projects including 3D printing and prep department materials as required. Any other duties as may be required by the Principal or Head of Business Services.

Key Competencies, Skills and/ or Experience	● Previous experience in maintenance an or assisting property and maintenance teams. ● Good attention to detail, displaying initiative in maintaining the school, especially safety and cleanliness. ● Ability to work as part of a team - with shared responsibility, loyalty, respect and courtesy. ● Excellent customer service. ● Excellent communication skills. ● Ability to effectively manage stakeholders ● Ability to operate flexibly and effectively under pressure and prioritise work accordingly. ● Capacity to problem solve and implement solutions. ● Ability to lift safe loads. ● Experience in property maintenance and support. ● Ability to work unsupervised with a sound work ethic. ● Sound working knowledge of WHS hazards, legislative requirements and building regulations. ● Professional and personal integrity ● Flexible, good humoured and open to change ● Proactive and innovative ● Commitment to personal and professional development ● Technologically literate and able to adapt to different technologies and to seek instruction for new technology as needed to support personal skills development ● Skills in prioritising workloads, undertaking multiple tasks and meeting deadlines
Essential Qualifications	Essential: ● Experience in property and facilities support role ● Hold a valid NSW LR or MR licence. ● Ability and willingness to drive a utility vehicle and school mini-bus. ● Working with Children check required Desirable: ● Handyperson or Trade experienced ● Hold a Bus driver authority card (willing to obtain)
Physical Work Environment Requirements	The role is required to provide support across various departments as operational needs arise. ● Maintain a level of physical, mental, and emotional wellbeing appropriate to meet the responsibilities and demands of the role. ● The work is varied and may involve regular walking, as well as assisting with the movement, setup, and preparation of work areas. A reasonable level of general fitness is therefore required.
Workplace Health and Safety	All Danebank staff have a responsibility to comply with the School's WHS policies, procedures and practices and contribute to a healthy and safe workplace culture.

Child Protection	All Danebank staff are required to comply with applicable child protection legislation and are responsible for ensuring that the School's Child Safe policies, procedures and programs are at the forefront of all we do.
Classification	CMEA Independent Schools (PAOS) Agreement 2025 (School Operational Services, level dependant on skills and experience)

Danebank is a member of the Anglican Schools Corporation

Application Information

Document Information

Prepared by	Property and Facilities Manager
Prepared date	August 2026
Approved by	Principal
Approved date	

Acknowledgement of receipt of position description

I have received a copy of the Position Description and have read and understood its content.

Employee Signature	Date
Supervisor's Signature	Date