



Property Administration Officer

Fixed Term 0.8 FTE (4 days per week) position commencing April 2025

The Southport School (TSS) is a leading Anglican Day and Boarding school for boys situated on the banks of the beautiful Nerang River in the heart of the Gold Coast. The Southport School has been established for over 122 years and is committed to providing excellence in leadership, learning and teaching, pastoral care and extra-curricular endeavors within a balanced, holistic Christian environment.

The Southport School is looking for a dedicated and proactive **Property Administration Officer** to join our Property, Facilities, and Maintenance team. This vital role supports the smooth operation of the school by managing workplace health and safety, overseeing maintenance schedules, liaising with contractors, and ensuring the security of the school environment.

Key Requirements:

- Workplace Health and Safety Officer (WHSO) qualification – Desirable
- Fire Safety Advisor certification – Desirable
- Cert IV/Diploma in Business Administration, WHS, or Property Management – Desirable
- A valid Working with Children Check (Blue Card)
- A recent criminal history check (within 2 months of appointment)

Key Responsibilities:

- Support the Property Manager with Workplace Health and Safety compliance, ensuring that all health and safety risks are identified and managed.
- Assist in coordinating maintenance schedules, liaising with contractors, and ensuring compliance with legislative and WH&S requirements.
- Manage key administrative tasks including maintaining property databases, motor vehicle records, and contractor databases.
- Oversee security systems, ensuring effective key management, security access, and coordination of security patrols for special events.
- Ensure all documentation is up-to-date, including permits, licensing, and insurance records.

In return for your skills and experience we are able to offer a competitive annual salary which will be subject to our EBA increases annually, use of our incredible facilities as part of our staff wellbeing offerings including our café's, gym and tennis courts as well as a fee discount for student enrolment.

All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Ethos of the School. Candidates must provide a recent criminal history check, and hold, or be eligible to hold a working with children 'Paid' bluecard.

For more information about the role please feel free to contact our Property Manager via email – employment@tss.qld.edu.au or by calling us on 07 5531 9911, alternatively you can view the position description that is located on the TSS website.

To apply, please send your CV and short cover letter to employment@tss.qld.edu.au or apply via seek by 9am **Monday, 7th April 2025.**