



Part-time Property Administration Assistant | 20 hours a week, Ongoing

Huntingtower has a long and proud tradition of educational excellence, consistently performing among the top schools in Victoria. Guided by our mission *to be a beneficial presence in the world, to uplift thought and to bless mankind*, Huntingtower is a vibrant, values-driven community where kindness, respect and excellence shape everything we do.

Are you someone who loves bringing order to complexity? Do you enjoy working with systems, coordinating moving parts and making sure things run seamlessly behind the scenes? Huntingtower is seeking a capable and tech-confident Property Administration Assistant to join our team.

Working closely with our Property Manager and facilities staff and providing support to the Director of Business Operations, this role is central to keeping our campus operating efficiently. From coordinating maintenance schedules and contractor compliance to assisting with procurement processes and setting up digital records, you will play a key part in supporting a safe, well-managed and future-focused school environment.

This is a part-time position working Tuesday to Friday, 9:30am to 3:00pm, ideal for someone seeking an engaging operational role with consistent weekday hours.

If you are organised, proactive, comfortable with digital systems and enjoy being part of a hands-on operational team, this is an opportunity to contribute to a campus that supports excellence every day.

Key responsibilities

- Coordinate maintenance requests and support the smooth day-to-day operation of the School's facilities
- Assist with contractor engagement, compliance documentation and scheduling of works
- Raise purchase orders and support invoice processing for property-related works
- Maintain accurate digital records, registers and administrative systems
- Support procurement of materials and minor works in consultation with the Property Manager
- Assist with facilities coordination for School events and activities
- Liaise with staff, contractors and external providers to ensure timely and professional service delivery
- Provide general administrative support to the Director of Business Operations and Property Manager

What we are looking for

- Previous experience in an administrative role, ideally within property, facilities, maintenance or a similar operational environment
- Strong organisational skills with excellent attention to detail and accuracy
- Confidence in using digital systems and the Microsoft Office Suite (particularly Excel)
- Ability to manage competing priorities and work effectively in a fast-paced environment
- Professional and clear communication skills, both written and verbal
- A proactive, solutions-focused mindset with the ability to work independently and as part of a team
- High level of integrity and discretion when handling confidential information
- A genuine commitment to contributing to a positive and collaborative school community

This is a **part-time, ongoing position** with a pro rata of 5 weeks annual leave. At Huntingtower, you will join a warm, collaborative and values-driven team that works passionately to uplift and celebrate our community. This role offers the opportunity to make a meaningful contribution through strong operational support, effective systems coordination and a commitment to excellence in facilities and property management.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check, and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) with the position description available below.

If you are an organised and proactive administrator who enjoys working collaboratively and contributing to a caring Christian school environment, we would love to hear from you. Please submit your application to employment@huntingtower.vic.edu.au by **Friday 20 March 2026** including the names, addresses and telephone numbers of three referees.

We will shortlist and interview high-quality applications as they are received, and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

This position description summarises the essential responsibilities, performance outcomes, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Property Administration Assistant
Award	Educational Services (Schools) General Staff Award 2020
Classification	School administration services - Level 3, Grade 3
Reports to	Director of Business Operations/Property Manager

Nature of Role

The Property Administration Assistant supports the effective operation, safety and compliance of the School's property and facilities portfolio. The role focuses on administrative coordination and systems support to ensure property services, contractor engagement and facilities operations are delivered efficiently and in accordance with School policies and regulatory requirements.

Working closely with the Director of Business Operations, Property Manager and operational teams, the position contributes to maintaining a safe, well-managed and functional environment that supports the School's daily operations and long-term asset stewardship.

Main Responsibilities & Accountabilities

Responsibilities	Performance Outcomes
Property and Maintenance Operations	<ul style="list-style-type: none"> • Maintain a comprehensive annual preventative and ongoing maintenance schedule to minimise reactive repairs and downtime • Establish and manage proactive maintenance scheduling systems to enhance asset longevity and operational efficiency • Source competitive quotations to ensure cost-effective maintenance, repair, replacement and new work outcomes • Maintain accurate, compliant and well-organised property and maintenance records in accordance with School policies and procedures • Coordinate and participate in regular team and operational meetings to support clear communication, effective task allocation and alignment with facilities priorities • Ensure efficient coordination and distribution of all inbound and outbound maintenance deliveries across the School • Support event coordination and facility setup, acting as the point of contact for enquiries to ensure events are delivered safely and on time



Position Description

<p>Contractor Management</p>	<ul style="list-style-type: none"> • Engage contractors as directed and support the coordination of maintenance and project works to ensure timely completion • Monitor contractor compliance status through the School systems and ensure all required inductions, prequalification documentation and certifications are current prior to contractor engagement • Maintain and periodically review the preferred contractor register to ensure records remain current and accurate • Assist in identifying and recommending suitable contractors for specific works and escalate performance concerns as required
<p>Procurement, purchase orders and invoicing</p>	<ul style="list-style-type: none"> • Procure materials, furnishings and approved capital items in alignment with authorised budgets and School policies in liaison with the Property Manager and Director of Business Operations • Raise and manage purchase orders for all facilities-related works in accordance with School procurement procedures • Monitor contractor invoicing to ensure timely submission and escalate non-compliance as required • Accurately check, code and process facilities invoices, resolving discrepancies promptly • Reconcile purchase orders against invoices and secure appropriate approvals prior to payment
<p>Keys for property management</p>	<ul style="list-style-type: none"> • Assist the Property Manager with the ordering, issuing and accurate recording of all keys and records across School properties. • Maintain an up-to-date digital register of Key locations and associated key inventories
<p>Administrative support</p>	<ul style="list-style-type: none"> • Provide day-to-day operational and administrative support to the Director of Business Operations and Property Manager as required • Support the implementation of School policies, procedures and process improvements within Facilities and Property • Liaise with internal stakeholders and external service providers to support timely completion of works and service delivery • Provide operational assistance during peak periods or in the absence of the Property Manager, within delegated authority • Undertake additional duties as reasonably directed by the Director of Business Operations, Property Manager or Principal, consistent with the scope and level of the role
<p>Service Excellence and Customer Relationship Management</p>	<ul style="list-style-type: none"> • Deliver accurate, timely and effective communications to all stakeholders



Position Description

	<ul style="list-style-type: none"> • Demonstrate excellent written and verbal communication skills, enabling clear, professional and effective communication • Work well under pressure and prioritise tasks within deadlines • Ability to build respectful and positive relationships, negotiate and problem solve • Demonstrate a professional, kind and friendly attitude • Excellent interpersonal skills and customer-service skills • Display empathy, commitment and resilience • Ability to handle confidential information with integrity • Possesses sound judgement and a calm, rational and mature disposition • Have a firm belief in and commitment to the mission, vision and core values of Huntingtower with an ability to articulate, facilitate and promote these values.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety • Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats • Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment • Being familiar with emergency procedures and being ready to implement them if necessary
<p>Flexibility</p>	<ul style="list-style-type: none"> • This position may necessitate some out-of-hours work on weekends and evenings as required • This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience • The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations



Position Description

Position Requirements: Knowledge and Experience

- Demonstrated experience in coordinating and providing administrative support preferably in maintenance or a property management environment
- High level of accuracy, attention to detail and capacity to work with confidential information
- Sound ICT skills, including a good working knowledge of Microsoft Office Suite (particularly Excel) and the ability to confidently use administrative systems
- Demonstrated time management and organisational skills with the ability to think laterally to source accurate information quickly and effectively
- Possess methodical, logical and clear thinking and communication skills
- Experience at working within an educational environment highly advantageous
- Demonstrated ability to work both independently without supervision and within a collaborative team environment
- Be prepared to occasionally assist others in the Administration team when required
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture
- A commitment to contributing to the co-curricular life of the school

Key Relationships

Reporting to:

- Director of Business Operations
- Property Manager

Liaises with:

- Senior Executive Team
- People and Culture Team
- Staff, Students, Parents and wider Community
- External providers
- External customers

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.



Position Description

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*