

*“We are a Catholic community of welcome,
connecting faith, family & education.”*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Position Title:	Bus Fleet Coordinator and Facilities Administrative Assistant
Appointment:	Permanent
Grade:	ESO Grade 3
Hours per Week:	37.5
Weeks per Year:	41
Stream:	Administration
Commencement:	ASAP

KEY WORKING RELATIONSHIPS

- Principal
- College Deputy Principal
- Facilities Manager
- Facilities Officer
- Bus Drivers
- Sports Coordinators
- Music Staff
- Events Coordinator
- Daily Organisers
- Human Resources Officer and Student Services Coordinator
- WHS Manager
- Staff
- Students

BROAD PURPOSE

Under minimal direct supervision whilst subject to the direction of the Principal (or delegate), the position of Bus Fleet Coordinator and Facilities Administrative Assistant is integral to the school community and has a high customer-service focus. This position requires a professional frontline person to handle the flow of people, enquiries and administrative activities associated with the day-to-day running of the Nazareth bus fleet.

The Bus Fleet Coordinator and Facilities Administrative Assistant is responsible for the effective coordination, operation and administration of Nazareth's student transport services and bus fleet, ensuring safe, reliable and efficient movement of students between all Nazareth campuses and to off-site activities. Under the direction of the Facilities Manager, the Bus Fleet Coordinator and Facilities Administrative Assistant assists with the day-to-day utilisation of the College's transport fleet, comprising five 12-seater vans (including a mobile access vehicle) and four 22-seater Coaster buses.

Reporting to the Facilities Manager, the position also provides administrative support to the Facilities and Maintenance teams, contributing to the effective operation of facilities and maintenance services through the coordination of contractors, management of accounts and documentation, and the maintenance of compliance and regulatory records. Through strong organisation, communication and operational oversight, the role supports the safe, compliant and efficient delivery of student transport and facilities services across the College.

DUTY STATEMENT

The Bus Fleet Coordinator and Facilities Administrative Assistant at Nazareth will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

Student Transport and Bus Fleet Coordination

- Coordinate the daily operation of the College bus fleet to support student transport between campuses in accordance with timetables and scheduled programs.
- Develop, manage and adjust bus schedules to accommodate inter-campus movement, multiple daily trips, excursions, incursions, sporting events and other College activities.
- Manage the College's bus booking process, including receiving, confirming and communicating transport requests from staff.
- Coordinate bus drivers, including rostering, allocation of duties and arranging additional drivers when required.
- Engage and liaise with external bus companies to source additional buses as required, including obtaining quotes, confirming bookings and ensuring service delivery.
- Drive a College bus as required to support operational needs, including inter-campus transport and excursions (optional).
- Ensure all transport operations comply with relevant safety, licensing and regulatory requirements.
- Maintain accurate records relating to bus usage, driver allocations, bookings, incidents and transport schedules.
- Liaise with the Facilities Manager and campus leadership and relevant staff to ensure transport arrangements align with student supervision and operational requirements.

Facilities and Maintenance Administrative Support

- Provide administrative support to the Facilities Manager and Maintenance Manager to assist in the effective operation of facilities and maintenance services.

- Assist with the coordination of contractors and service providers, including scheduling works, maintaining contact details and supporting day-to-day communication.
- Assist with the organisation and processing of accounts, invoices and purchase documentation related to facilities, maintenance and transport.
- Maintain records and documentation to support compliance requirements, including licences, certifications, service records and regulatory paperwork.
- Support the coordination and tracking of planned and reactive maintenance activities.
- Assist with the maintenance of asset, vehicle and contractor records as required.
- Prepare and manage correspondence, documentation and reports related to facilities, maintenance and transport operations.
- Provide general administrative assistance across the College when operational needs require, including providing relief support in areas experiencing staff shortages, such as front reception, to ensure continuity of service and effective day-to-day operations.
- Undertake other duties as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated comprehensive experience in undertaking a broad range of administrative duties at an advanced level, applying a broad knowledge base incorporating a range of theoretical concepts.
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook) and databases and other office equipment to fulfil the requirements of the role.
- High level interpersonal and communication (written and verbal) skills for positive engagement, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others is expected.
- Ability to take responsibility for own outcomes in relation to specified quality standards and identify and apply skill and knowledge in some depth to most matters, including taking significant initiative and responsibility.
- Experience in working with little direct supervision, take direction on broader technical aspects of the work, and evaluate information and locate, analyse and evaluate information from a variety of sources.
- Experienced in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes.
- Highly effective time management and organisational skills and ability to plan and prioritise tasks to meet timelines for required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Ability to follow procedures and actively support others during unexpected situations or emergencies.

SPECIFIC REQUIREMENTS

- Certificate IV in Administration or Business (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.