



John
McGlashan
College

DUNEDIN NEW ZEALAND

Job Description: Property Manager

Reports to: Principal

Functional Relationships: Deputy Principal
Director of Boarding
Finance Manager
General Manager
Board of Proprietors (Property Liaison Committee)

Direct Reports: Groundsman
Vehicle Administrator
Contracted Services

Purpose of the Role

The Property Manager is a strategic and operational manager responsible for the safety, security, and physical excellence of the College. This role oversees both the school campus and boarding facilities, ensuring a high-quality environment that enhances learning, teaching, and student welfare. You will balance immediate "fix-it" needs with long-term capital development and rigorous health and safety compliance.

Core Responsibilities

Strategic Property & Capital Planning	Develop, lead, and implement 5- and 10-year Property Plans in collaboration with the Board and school-appointed consultants.
	Act as Project Manager for small capital initiatives and capital replacement plans as delegated by the Board.
	Lead the planning for Board of Proprietor capital development initiatives to ensure the College remains a quality institution.
	Oversight of all furniture, fixtures, building exteriors, and walkways.

Operational Maintenance & Campus Excellence	Establish a tiered maintenance check system (daily, weekly, monthly) and a seasonal schedule (e.g., spouting, sumps, and heating systems).
	Provide an efficient system for College staff to report property issues and ensure rapid resolution.
	Manage relationships with external contractors, ensuring all work is inspected upon completion and complies with school safety protocols.
Health, Safety, & Security	Serve as the College Health and Safety Officer and Fire Warden , maintaining the Building Warrant of Fitness (BWF) and ensuring all current legislation is met.
	Assume ultimate responsibility for the security of buildings and grounds, particularly during evenings, weekends, and holidays.
	Coordinate with the Property Supervisor regarding alarm and fire callouts and ensure out-of-hours events are appropriately secured.
Personnel & Contract Management	Directly lead and develop the Property and Grounds Staff, fostering a professional and proactive team culture.
	Maintain strict oversight of contract cleaners, conducting regular surveys and meetings to ensure the highest standards of cleanliness.
	Work with the Marketing and Development Director to facilitate the hiring of College facilities for external use.
Financial & Asset Management	Set and manage maintenance, repair, and property budgets in consultation with the Principal and Financial Officer.
	Oversee the ordering of all materials and supplies for projects and repairs.
	Ensure the College's fleet of vans and trailers are operational, serviced, and warranted, while supervising the vehicle booking system.

Professional Standards:

- **Role Model:** Act as a positive role model for students, maintaining professionalism and taking an active interest in pupil welfare.
- **Transparency:** Maintain a detailed work log available for the Principal's review and attend all relevant management and Board meetings.

Person Specification:

1. Qualifications & Experience

- **Proven Experience:** Extensive background in facilities management, property management, and/or a senior trade role
- **Project Management:** Demonstrated experience in managing capital works projects, preferably within a 5- or 10-year planning framework.
- **Certifications:** A relevant tertiary qualification in Facilities Management, Project Management, or a related field is highly desirable.

2. Knowledge & Technical Skills

- **Compliance Expert:** Understanding of the **Health and Safety at Work Act**, Building Act, and New Zealand Building Codes.
- **BWOF Management:** Knowledge of Building Warrant of Fitness (BWOF) requirements and inspection protocols.
- **Asset Management:** Ability to develop and interpret long-term maintenance plans and technical blueprints.
- **Financial Literacy:** Experience in setting and managing significant budgets, including procurement and vendor contract negotiation.

3. Leadership & People Skills

- **Team Leadership:** A proven ability to lead, mentor, and motivate a diverse team (from grounds staff to administrative supervisors).
- **Stakeholder Management:** Exceptional communication skills to liaise effectively with the Principal, the Board, external contractors, and the wider school community.
- **Conflict Resolution:** The ability to manage expectations and resolve issues with contract cleaners or service providers firmly but professionally.

4. Personal Attributes

- **Strategic Mindset:** The ability to look beyond daily "fix-it" tasks to see the long-term vision of the College's infrastructure.
- **Role Modeling:** High personal standards of integrity and professionalism, suitable for working in an environment with young people.
- **Reliability:** A high degree of self-motivation and the flexibility to respond to after-hours emergencies or security callouts.
- **Solution-Oriented:** A proactive "can-do" attitude with the ability to troubleshoot complex facility issues under pressure.