



Property Services Coordinator

The Lakes Christian College is a P-12 Christian school, located approximately 7 kilometres north of Penrith in a peaceful bush setting. We are currently seeking a **Property Services Coordinator** for a full-time position, with a commencement date to be as soon as possible.

The College is situated on approximately 10 acres. It is a growing co-educational school, with 300 students from Prep to Year 12. The College is part of a network of schools under the banner of Christian Community Ministries.

This key role involves managing the presentation, maintenance, safety and general condition of the buildings, facilities, grounds, gardens, and environment of the College and is an “on tools” position.

Key Selection Criteria:

- Commitment to the College’s Statement of Faith;
- Strong facilities management experience and background;
- Enthusiasm and a commitment to working in a school environment;
- Flexibility and an ability to work as part of a close-knit team;
- Well-developed interpersonal and communication skills;
- Current Working With Children number.

Applications close Friday 6 Nov 2021

Applications should address the selection criteria above and also contain:

- Cover letter
- Resume
- Application Form
- Working With Children Clearance
- Qualifications
- Birth Certificate
- COVID Vaccination Status
- Reference from their current minister/pastor.

Email applications to cathie.godfrey@thelakescc.nsw.edu.au