



POSITION DESCRIPTION

Position:	Campus Officer
Reporting to:	Risk and Compliance Manager
Department:	Corporate Services

Primary Purpose

The Campus Officer is primarily responsible for the safety and security of the campus, with a focus on management of traffic, pedestrians and parking in the school grounds during the school day, assisting with yard duties, as well as the operational security of the school.

Position in Context

The Campus Officer is responsible on a day to day basis to the Risk and Compliance Manager who reports to the Corporate Services Manager. All staff report to the Principal who is the Chief Executive Officer.

Freedom to Act / Autonomy

The Campus Officer has a reasonable amount of autonomy in the day-to-day general tasks assigned under the guidance of the Risk and Compliance Manager and Corporate Services Manager and members of the School Executive.

Major Activities

1. Traffic and Parking Direction and Supervision
2. Yard Duties
3. School Security
4. Other Duties

Major Duties and Responsibilities

The Campus Officer will **efficiently and effectively**:

1. Traffic and Parking Direction and Supervision

- Monitor parking and traffic around the school and attend to hold ups or non-compliant parking during school drop off and pick up, and at other times when there is increased traffic movement around the campus
- Assist with charter bus parking and associated traffic management
- Assist with Swimland parking and associated traffic management
- Assist with Sports Complex and precinct parking and associated traffic management
- Observe parking and driving habits of the school community and make recommendations for improvements
- Operate traffic signs if required
- Coordinate other traffic management personnel, including contractors and school staff

2. Yard Duties

- Cover yard duty shifts as part of the roster, on a daily basis, in different areas of the school each day

3. School Security

- Maintain a presence on school grounds during school hours to monitor unauthorised visitors to the site
- Maintain a presence on the school grounds during Saturday sport fixtures, and at other times when on duty
- Approach unauthorised visitors to ascertain their reasons for entering the school
- Work with the Risk and Compliance Manager to improve security processes and procedures
- Actively move around the campus throughout the school day and especially during recess and lunch
- Assist with requests to view security camera footage
- Assist with logistics of student movement for particular events
- Assist with assigning and monitoring SALTO fobs to new and existing staff members
- Escort contractors and other visitors to the school to an appropriate area and stay with them, if required
- Liaise with the School's external security provider as required

4. Other Duties

- Assist in daily opening of School and associated activities
- Support Health Centre and other staff with students, including meeting ambulances
- Assist with emergency procedures and associated requirements
- Assist in general moving of furniture, equipment, materials etc as requested
- Cooperate with and assist other staff and appointed sub-contractors in the effective and safe performance of their duties
- Observe all safety rules and regulations in all aspects of work
- Work with other members of maintenance and grounds and performing arts centre staff in tasks undertaken as a team
- Other duties as requested by the School Executive and Risk and Compliance Manager

Direct report

Nil

Contacts

Internal

Principal
Corporate Services Manager
Executive members
Risk and Compliance Manager
Grounds and Landscapes Manager
Buildings and Services Manager
Grounds and Maintenance Teams
Director of Operations
Staff

External

Parents and carers of students
Visitors to the school
Contractors
Hirers
Paul Sadler Swimming
Other schools
Local Council

Competencies Required

- Experience with traffic management and security management
- Hold an RTO certificate in Traffic Control or Traffic Management
- First Aid trained
- Basic computer literacy
- Attention to detail
- Understanding of Safety Principles in workplace
- Ability to work as part of a team
- Excellent organisational and time management skills
- Very good communication and interpersonal skills and a willingness to deal with members of the school community and the public
- A current light rigid vehicle (or higher) driver's licence
- Valid Working with Children Check and police check
- Experience working in a school environment would be well regarded
- This is a term time only position

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.