

JOB DESCRIPTION

Name TBA

Position Caretaker

Responsible to: Principal

Hours of Work: Monday - Friday 7.30 am - 11.30am (or as negotiated)

Salary Scale: Grade 1 - \$TBA 20 hours per week.

Period of Paid Employment: Full year

Conditions of Employment: As defined in the School Caretakers', Cleaners' and Canteen Staff Collective Agreement
8 May 2017 to 7 June 2019.

Signed:

Date:

Person Specifications:	Skills Required:
Ability to work effectively as part of a team Calm, systematic approach to tasks and deadlines Follow and implement policies and procedures of the school Ability to take the initiative and problem solve Take a professional and flexible approach to the role	User of online systems and databases such as Google Docs, Drive and Calendar Excellent time management Ensure that the school grounds and environment are well maintained

PRIMARY OBJECTIVES

Maintains the schools grounds and resources

Ensure buildings, fixtures and fittings are kept in a high standard, safe, clean condition

Adheres to health and safety requirements

Ensure the security of the school

Note: It is essential that health and safety matters, arranging removal of graffiti and dealing with reasonable requests from teachers are dealt with immediately, other tasks being of secondary importance.

Monthly Jobs

Daily

1. Open up Health and Safety Register
2. Open up the Caretaker to do list
3. Check emails

Key Tasks

1	Security Maintenance	
1.1	Ensure all locks, doors, window latches, security lighting are in good working order	
1.2	Keep all areas housing tools, chemicals locked when not in attendance	
1.3	Maintain and manage the key register, liaise with locksmith	
1.4	Everyday by 8:00am unlock the outside toilet doors by photocopy room	

2	Building Maintenance	
2.1	Attend promptly to all maintenance not requiring a tradesperson	Maintenance google docs kept up to date with records and time frames
2.2	Arrange prompt rectification of all maintenance/ repairs requiring trades people, in liaison with the Principal about quotes etc	Liaison with EO and Principal
2.3	Arrange for the removal of graffiti.	School graffiti free
2.4	Wash the outside of accessible buildings and steps not covered by property management contract every 6 months.	Holiday job checklist

2.5	Wash the outside of accessible buildings and steps that are covered by property management contract once a year.	In conjunction with cyclical maintenance contract.
2.6	Liaise with Gutter Geeks for yearly clean [Height ban 3 metres]	Inspection
2.7	Term 3 walk through the classrooms with the Principal and do the Health and Safety Classroom Audit	

3	Grounds	
3.1	Empty rubbish bins daily and cleaned in holidays	Bins are clear/clean
3.2	Attend to and clean regularly all drains, cesspits, traps & spoutings (under 3 metres).	Water drains free
3.3	Mow and maintain the front lawn, field edges and bank area (please note this does not include the mowing of the main field) as necessary and keep mower in good working order and clear of debris on return to shed.	Cycle of lawn mowing
3.4	Oversee the upkeep of gardens and grounds to a high standard. Using the blower and billy goat daily or as needed. - See monthly jobs list Mulching is as needed for the gardens to stop the weeds	Gardens weed free Pathways and tiger turf clear Dead foliage removed Shrubs well pruned
3.5	Check grounds daily for broken glass and hazards and dispose of and pick up any rubbish.	Inspection
3.6	Ordering of trees through Paper 4 Trees (as a result of paper recycling) - you will receive an email	
3.7	Clean water fountains each term in the holidays.	

4	Fixtures, Fittings, Equipment, Caretaker Shed	
4.1	Inspect all playing equipment at least once a term, rectifying any areas of damaged or potential danger - Liaise with Park Supplies	Holiday checklist
4.2	Keep all plant and equipment that you are responsible for clean, well maintained and in good working order - keeping a record of maintenance on equipment and Chemicals checklist	Inspection
4.3	Engage services as required following health and safety procedures - EG making sure onsite tradies have signed the H and S agreement	

4.4	Ensure all cleaning and bathroom supplies are available (ALSCO ordering) and rubbish bags for outside bins (Office Max)	
4.5	Monitor the water meter	

5	General	
5.1	Carry out minor repair/handyman tasks requested by staff members and listed on google Doc.	Via discussion with staff members
5.2	Ensure appropriate hazard management systems are maintained	Inspection
5.3	Ensure all dangerous goods are securely locked away when not in use	Inspection
5.4	Comply with provisions of Kohia Terrace School Occupational Health & Safety policy including carrying out of MOE on-line Daily, monthly, 3 monthly and 6 monthly check updates.	Observation/discussion Argest monthly checklists are received on time
5.5	Undertake holiday jobs around the school as directed by the principal.	
5.6	Liaise with PTA as needed for school events - EG getting the BBQ, keeping the gas bottles filled, getting tables out and clearing away rubbish bins	

6	Health and Safety	
6.1	To pay attention to, and follow, the health and safety guidelines detailed in school policy and procedures, including the Ministry Of Education Hazard identification guidelines	Hazards are reported Safe workplace practices are adhered to Safety gear is worn while carrying out machinery jobs <ul style="list-style-type: none"> ● Steel Toe Boots ● Ear Muffs ● Face Mask ● Gloves ● Fluro Vest
6.2	Attend monthly Health and Safety Meeting with the Principal and Staff Trustee. Give a report on your area.	
6.3	Attend a First Aid Course every 2 years.	

6.4	Attend a Health and Safety Course	
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