



**TE KURA O TE TAUAWA
HALSWELL SCHOOL**

Learning To Thrive

Wednesday 2 February 2022

Part-time Caretakers Position - Application Pack

Dear Application

Thank you for your inquiry regarding the vacant part-time caretaker's position at Halswell School. We are seeking a part-time caretaker for 25-30 hours a week to join our team (8.30am-2.30pm Monday-Friday) during school term time only (ie 40 weeks per year). Hourly rate will be aligned to the [School Caretakers', Cleaners and Canteen Staff Collective Agreement](#).

The main responsibility will be to maintain and improve the school grounds with a particular emphasis on the garden areas. The position will also require a range of other tasks including recycling, occasional spot cleaning and minor maintenance work.

The successful applicant will possess the following person specifications:

- Excellent interpersonal skills (an ability to relate to a range of people including children)
- A passion for gardening
- The ability to prioritise and show initiative
- A desire to maintain high standards
- A range of practical skills
- A commitment to recycling

Proposed Timeline:

- Advertised Wednesday 2 February
- Applications Close 9am Monday 14 February
- Interviews Wednesday 16 February
- Position to commence the week starting Monday 21 February, or by negotiation

Your application should consist of a covering letter outlining your suitability for the position, a brief resume and the contact details of three referees. Applications are to be emailed to principal@halswell.school.nz.

The table on the following page outlines some of the key tasks our caretaker will be typically responsible for. I look forward to receiving your application.

Kind regards
Stuart Cameron
Principal

Examples of the Part-time Caretaker's Key Tasks

Key Tasks	Expected Outcomes
General	<p>Carry out all directions that the Principal or Associate Principals may request from day to day</p> <p>Maintain a safe and general tidy appearance of the school grounds with a particular emphasis on the school gardens</p> <p>Perform small repair jobs and general maintenance, excluding work that is covered by warranty or would normally be carried out by a tradesperson. <u>No</u> electrical work is to be performed except resetting fuses or surge protectors.</p> <p>Be familiar with all relevant cleaning documentation and record issues with cleaning in the Total Property Comms book.</p>
Daily Tasks	<p>Complete visual safety check of admin and library exterior. Remove rubbish and foreign materials</p> <p>Advise the Principal of any evidence of vandalism, especially in the toilet blocks</p> <p>Complete all recycling tasks</p> <p>Remove leaves, acorns, rubbish and sticks from gutters when blocked</p> <p>Grounds to be checked and cleared of litter/debris</p> <p>Clean toilet spills and bodily fluids when required</p> <p>Manage the worm farms including the collection of green waste from the staffroom.</p> <p>Pest control with mouse traps - check and remove dead animals</p> <p>Washing of t-towels, art shirts as required</p>
Weekly Tasks	<p>Gardens:</p> <p>Water gardens and plants (including indoor plants) when required</p> <p>Weed and hoe all gardens and tree surrounds</p> <p>Keep the grounds/ garden sheds tidy</p> <p>Trim all necessary edges with the weed eater</p> <p>Prune low-hanging branches</p> <p>Sweep all courts and return loose stones to water gardens</p> <p>Maintain raised vegetable gardens</p> <p>Rake bark playground areas</p> <p>Keep the grounds free of leaves and acorns</p> <p>Ensure that drinking fountains are regularly cleaned</p> <p>Recyclable rubbish to be in position for roadside collect (fortnightly).</p> <p>Refill soap, handwash, dishwash, jif, chemicals in learning centres when required</p>
Additional Covid-19 Related tasks	<p>Sanitise door handles and other high-touch areas once per day at Orange and Red</p> <p>Traffic Light settings</p>