

COLUMBA COLLEGE

JOB DESCRIPTION

About Columba College

Columba College has an enviable reputation for academic excellence and all-round achievement. The College is a special character, state-integrated school providing co-educational schooling from Years 0 to 6, and girls' day and boarding education from Years 7 to 13 including international students. With a roll of 565 students, the family atmosphere of the College creates a sense of belonging and community engagement.

Built on Presbyterian foundations and operating since 1915, Columba College retains links to the Presbyterian Church but welcomes students of other beliefs to enrich its cultural diversity. Encouraging excellence in academic, sporting and cultural pursuits, Columba College prepares its students to contribute and succeed wherever their life path takes them. The College provides a holistic approach to education in a supportive and caring environment that produces lifelong learners who participate and contribute as informed, responsible and compassionate global citizens. The College has an attractive campus and an exciting vision and strategy for the future.

Our Purpose

With grace and good discipline, all Columba College students will be lifelong learners committed to personal excellence, ethical behaviour, and service to others; they will participate and contribute as informed, responsible, and compassionate citizens of Aotearoa and the global community.

"the life and teaching of Jesus informs the way we live".

College Motto

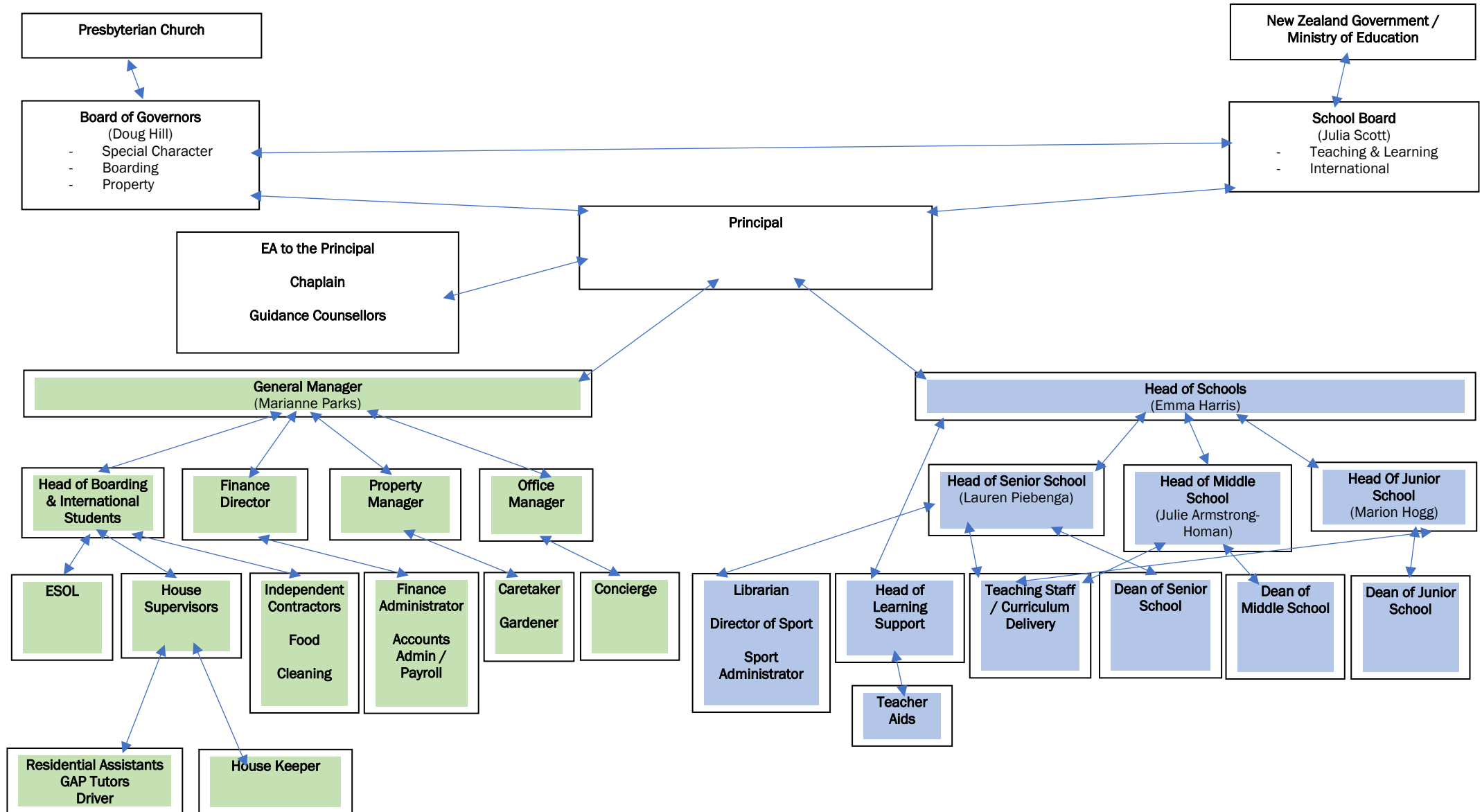
Gratia et Disciplina Bona. With Grace and Good Discipline.

Job Title	CARETAKER
Job Purpose	Responsibility for the safety and good order of the school campus (all grounds and all buildings)
Directly Supervising	Gardener
Employment Status	Full time fixed term – 37.5 hours per week
Reporting to	Property Manager
Date	April 2023

Key Relationships

External	Purpose of contact with this person/s
+ Contractors and resource providers	+ Develop and maintain respectful collaborative relationships
+ Suppliers	
+	
Internal	Purpose of contact with this person/s
+ All Students	+ Working together to achieve business goals
+ All Staff of Columba College	+ Build Understanding
	+ Provide Clarity

Organisational Structure



Key Accountabilities

This job description provides an indicative outline of the purpose and accountabilities of the position. It is not an exhaustive list. Therefore, some flexibility will be required to ensure completion of all tasks required.

Key Responsibilities	Appraisal Indicators
Site Management including Repairs and Maintenance	<ul style="list-style-type: none"> o In association with project managers and the Property Committee assist with preparing the site for major works, including site access, health and safety arrangements, site maps and assisting contractors as required o In association with the Property Committee manage minor works projects, including liaising with onsite contractors and ensuring quality of work. o Complete building WoF checks and reports o Complete playground checks o School property and tools are maintained in a cost effective and timely manner o Minor repairs including light fittings and waste water are seen to promptly o Leaves blown from paths daily o Rubbish bins emptied daily o Machinery serviced and maintained o Emergency cleaning or repairs dealt with promptly o Seasonal and cyclical checks completed on buildings and facilities such as spouting and air conditioning filters o Requests posted on the property helpdesk are responded to in a timely manner o Repairs and maintenance are completed
Cleaning	<ul style="list-style-type: none"> o Exterior of buildings are maintained in a clean and tidy state o Daily cleaning duties are completed as required o Caretaking supplies are procured, stored and managed appropriately
Security	<ul style="list-style-type: none"> o The school is unlocked by the agreed times o Fire doors are clear o Prescribed fire and building checks are carried out o Responds as first call for after-hours call outs o Manages and distributes keys to staff o Liaises with external security company
Heating	<ul style="list-style-type: none"> o Boilers function efficiently and effectively when required o Hazards associated with boiler operation are eliminated
Minibuses	<ul style="list-style-type: none"> o Minibuses are clean both interior and exterior o Weekly checks of petrol, oil, water and tyres completed o WOF and services current o Repairs carried out promptly
Boarding House	<ul style="list-style-type: none"> o Repairs and maintenance are completed in the Boarding House o Emergency cleaning or repairs dealt with promptly o Boarding house team are assisted with term set up and breakdown
Health and Safety	<ul style="list-style-type: none"> o The safety and wellbeing of staff and students is ensured at all times o Complies with all board policies and relevant legislation, Health and Safety o Works safely at all times o Equipment in area of control is regularly checked and safe to use o Hazards (prospective and current) are identified and if not eliminated then risk factors are minimized. o Avoidable accidents are prevented o Participate in emergency drills and evacuations, including post-evacuation site checks o The school is safe and functioning as expeditiously as possible following a natural emergency eg snow, wind, floods o Participates in Health and Safety Committee meetings
Assist Groundsperson/Gardener	<ul style="list-style-type: none"> o Maintain daily communication with the gardener to discuss work plans together; meet weekly with the gardener and Property Manager to make longer term plans and discuss issues o Assist the gardener as required and where practical; request assistance from the gardener as required o Deputise for the gardener in her/his absence

Community Relationships	<ul style="list-style-type: none"> ○ Assist with requirements of outside users, including security arrangements and on-site assistance after hours in association with the school office ○ Represent the school with a positive and helpful manner at all times ○ Assist with requirements of school activities, such as athletics sports, school productions, functions, exam set-up, prize giving, etc ○ Carry out work with consideration for minimizing the environmental impact of caretaking work, including reduce/recycle/reuse principles
Adherence to school policy and guidelines	<ul style="list-style-type: none"> ○ Set and maintain the highest standards of personal presentation and commitment to the educational purpose of the school ○ Make purchases through preferred suppliers using the school's procurement procedure ○ Complete all administration requirements in association with the Property Manager ○ Keep workshop, caretaker's office and storage areas in a tidy and ordered state ○ Follow environmental standards of practice, including energy saving and sorting of waste ○ Complete annual appraisal with the Property Manager

Behavioural Accountabilities

Individual behavioural accountabilities that apply include:

Behaviour and Role	<p>A positive, resilient and solution focused attitude to working life; A flexible approach and a willingness to get involved where needed; Adhere to organisational values, policies, and guidelines and consistently role-model these in behaviour; Translate purpose, strategy and goals into professional practices, decision making and actions; Individually accountable for ensuring the tasks and responsibilities of the position are understood; and for the quality of individual work, performance and behaviour; Proactively contribute to the team in achieving strategic plan priorities;</p>
Personal and Professional Development	<p>Recognise and embrace opportunities to learn, develop, improve, and increase effectiveness; Raising recognised individual skills or knowledge gaps or other inefficiencies in the role with the Property Manager; Contribute to individual performance objectives and plans, and monitor performance against those expectations, seeking regular feedback from the Property Manager in doing so;</p>
Health and Safety	<p>Act and work in a manner compliant with current health and safety at work legislation; Role model safe behaviour and practices contributing to "zero preventable harm" and a safe environment, including raising workplace health and safety concerns for self, students, visitors and other staff.</p>
Sustainability	<p>Role modelling sustainable practices, with an emphasis on minimising the environmental impact of day-to-day activities.</p>
Reputation	<p>Represent Columba College and champion all that is great about services and experiences provided</p>
Student experiences and outstanding campus environment	<p>Act in a manner which contributes to outstanding student experiences and a professional, collegial workplace</p>
Operational Planning and Execution	<p>Proactively contribute to collaborative decision making and facilitating a professional working environment.</p>
Risk Management	<p>Identify, report and where possible, rectify, workplace health and safety concerns, alerting other relevant parties to those in their workplace; Manage compliance and risk, fulfilling any mandatory auditing and/or competency requirements</p>
Continuous Improvement	<p>Seek opportunities to improve processes.</p>

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

.....
Employee Name

.....
Date

.....
Approved: Name
 Title

.....
Date

Declaration

I..... have received a copy of this Job Description, recognise that it may be supplemented by task schedules or similar documents and agree to comply with its contents.

.....
Job Holder:

.....
Date