

KingsWay School

Property Maintenance Support Officer

KingsWay School is a state integrated school with a Christian character and it is located on the beautiful Hibiscus Coast. We have two modern campuses; the Senior Campus is located in Red Beach and the Junior Campus is located nearby in Silverdale.

The Property Maintenance Support Officer will provide caretaker services to ensure buildings and property, but not grounds, at both the Senior and Junior Campuses are maintained to an excellent standard. A flexible and helpful attitude together with practical ability to provide 'hands on' maintenance tasks is required.

This is a permanent, fulltime position for 40 hours per week, 52 weeks per annum, preferably commencing on Monday, 29 October 2018.

Duties at both the Senior and Junior Campuses will include:

- Ensuring building and maintenance requests on the Helpdesk are completed in a timely manner
- Daily waste disposal and replenish bathroom supplies
- Ensuring school vehicles are maintained and road worthy
- Providing effective safety and security, including lock up checks
- Being part of our friendly and supportive property team.

The right person will have the following key attributes and characteristics:

- A flexible and supportive and 'can-do' attitude to respond to the changing needs of the school day
- Practical maintenance skills commensurate to this role
- Proactive and able to self-manage to meet deadlines
- Trustworthy; displaying responsibility, care and diligence.

Applications for this position close at 4pm on Friday, 19 October 2018.

A support staff application form **must be completed** and can be downloaded from the school website, <http://www.kingsway.school.nz/about-kingsway/employment> or requested by contacting Julia Kinzett, email julia.kinzett@kingsway.school.nz or phone 09 427 0907. Your completed application form, CV and cover letter should be emailed to, julia.kinzett@kingsway.school or posted to J. Kinzett, KingsWay School, PO Box 54, Auckland 0945.