

Cheviot Area School

Job Description – Caretaker



Position Title	Caretaker
Name	DRAFT
Reports to	Business Manager
Relationships	All Staff, Students, Whanau, and the wider community

Employment Status: Permanent, Part-time, 30 hours per week, 52 weeks per year.

Purpose of the position: The caretaker is responsible for the safety and cleanliness of the school. Minor maintenance work shall be undertaken when such work can be done without the requirements of a registered or qualified tradesperson. The caretaker shall ensure the highest standard of safety, hygiene and maintenance of all property. The caretaker shall report all damage to school property to their team leader as soon as practical. Graffiti will be removed as a priority.

Tasks and Duties: The following list specifies the tasks that will be undertaken as the school caretaker, but other tasks may be requested at the discretion of the principal to ensure the efficient running of the school.

Buildings

Key Responsibilities	Appraisal Indicators
Repairs & Maintenance	<ul style="list-style-type: none"> Oversee and attend to all building maintenance and minor repairs. Where appropriate, arrange quotes and specifications for work to be undertaken by outside contractors and/or tradespersons. Engage contractors and/or tradespersons as required as directed by the Business manager. Carry out regular maintenance work and checks of buildings.
Rubbish and recycling	<ul style="list-style-type: none"> Ensure school refuse and recycling are disposed of on the appropriate day. Checking grounds for litter and dealing with it as appropriate.
Prevention maintenance	<ul style="list-style-type: none"> Carry out monthly maintenance checks of all buildings and grounds.

Cleaning

Key Responsibilities	Appraisal Indicators
Cleaning	<ul style="list-style-type: none"> Attending emergency cleans as required throughout the school day to maintain a safe and healthy environment. Cleaning drinking fountains and the rubbish bin regularly

Grounds

Key Responsibilities	Appraisal Indicators
Repairs & Maintenance	<ul style="list-style-type: none"> Maintain the grounds and gardens of school properties to a high standard.

	<ul style="list-style-type: none"> • Attend to all ground's maintenance and minor repairs. • Preparation and maintenance of grounds for specific Sports and events. e.g., Athletics day, Cricket, ANZAC Day etc. • Weed spray grounds as required. • Leaf clearing in autumn, trimming of shrubs, removal of fallen or damaged branches and/or trees. • Attend to all grounds maintenance and minor repairs. • Carry out regular maintenance work and checks of playground and outdoor equipment. • Regularly monitor and repaint court and field markings • Monitor and maintain all building and grounds tools and equipment to a safe and reasonable standard.
Prevention maintenance	<ul style="list-style-type: none"> • Keep drains, traps, and slot-drains clear.
Rubbish	<ul style="list-style-type: none"> • Regularly empty and clean the rubbish bins and pick up any litter/rubbish • Take all the rubbish and recycling to HDC dump weekly.

Pool

Key Responsibilities	Appraisal Indicators
Pool Operations	<ul style="list-style-type: none"> • Responsible for the day-to-day operation of the swimming pool and filtration plant. • Preparation for specific sports and events. e.g., CAS swimming sports, etc • Fill the pool as required through the swimming season. • Attend to any repairs and maintenance and report any major repairs. • Maintain the pool through the winter period. • Ensure pool grounds and surrounds are kept clean and tidy.

Boiler

Key Responsibilities	Appraisal Indicators
Boiler Operations	<ul style="list-style-type: none"> • Responsible for the operation and day-to-day maintenance of the boiler/heating plant • ensure the school is adequately heated on days that require the school to be heated.

General Responsibilities

Key Responsibilities	Appraisal Indicators
Assist	<ul style="list-style-type: none"> • Assist with deliveries of equipment, materials, etc. • Assist or carry out the periodic moving or erecting of furniture or fittings for special events, e.g. assemblies, or sports events etc.
Furniture and assets	<ul style="list-style-type: none"> • Report any damage or need of replacements to the business manager. • Manage safe and secure storage of spare furniture in an organized, tidy and accessible way.

Caretakers' equipment & buildings	<ul style="list-style-type: none"> • Maintain all caretaking equipment to a high standard and ensure safe custody. • Maintain an orderly, tidy caretaker's shed and associated storerooms. • Stock-take equipment and plant once per year
School vehicles	<ul style="list-style-type: none"> • Maintain all school vehicles and ensure all servicing requirements are up to date. • Make sure all school vehicles are clean and in prepared condition.
Budgets	<ul style="list-style-type: none"> • Manage vehicle repairs, caretakers and cleaners' budgets within school policies and procedures.
Board policies & legislation	<ul style="list-style-type: none"> • Keep up to date with school policies and legislation through SchoolDocs • Keep up to date with the New Zealand Residential Tenancies Act.
Reporting & Administration	<ul style="list-style-type: none"> • Fortnightly progress meetings with the Business Manager • Complete additional tasks as required and negotiate with the business manager. • Use Microsoft Teams for all file storage.
Hazards	<ul style="list-style-type: none"> • Take all appropriate steps to deal with and identify any hazards as soon as practical and report these in the hazard register. • Keep all hazardous substances in the designated Hazchem storage facility.
Security	<ul style="list-style-type: none"> • Be available when required on emergency security callouts. • Ensure that the school site is secure at the end of each day • Ensure all locks, and doors are in good working order.
Health & Safety	<ul style="list-style-type: none"> • Carry out regular safety checks. • Check all safety equipment. • Always ensure the safety and well-being of staff and students. • Complete requirements, including documentation for the issue of a Building Warrant of Fitness for the school. • Member of the schools Health & Safety Committee

Declaration:

Name:	Principal Name:
Signature:	Principal Signature:
Date:	Date: