

Rangiora High School

Te Kura Tuarua o Rangiora

"Each and every learner will thrive in a centre of learning excellence."



Caretaker

Role Description

Purpose of the role

The purpose of this role is to provide a well maintained interior and exterior environment that promotes student wellbeing and engagement.

Role description

Tenure: Full time, Permanent

Reporting to: Head caretaker

Key relationships: Business Manager
Property team
Executive Officer
Cleaning team
Administration team

Remuneration: In accordance with the School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement.

Primary Objectives:

- To provide an attractive and well maintained interior and exterior environment that promotes student wellbeing and engagement.
- To work with all staff to ensure the smooth and safe operation of the school.
- To initiate and supervise maintenance work in accordance with decisions made by the Board.

Role requirements

The person appointed will

- be a proactive problem-solver with demonstrated ability to work as a team member
- have building experience

Role functions

We create inclusive, equitable and relevant learning opportunities with clear pathways. We empower deeply engaged and connected lifelong learners. We contribute positively to our community.

Focus Areas / Tasks	Outcomes
To provide an attractive and well maintained environment that promotes student wellbeing and engagement.	
Care of buildings	All buildings are maintained to a high standard including interior and exterior painting, floor coverings and soft furnishings. Damages are made safe and minor repairs attended to as required.
Care of furniture, vehicles and equipment	Furniture, vehicles and equipment are maintained, located and serviced to meet staff and student requirements. Vehicles and equipment are cleaned and serviced in accordance with service requirements.
Care of building systems	Building electrical systems, plumbing, machinery, heating and cooling are maintained.
Care of green spaces	All grassed areas, edges and fields are mown, trimmed and kept tidy at all times.
Care of plantings	Flower beds, shrubberies and garden plots are well maintained, kept weeded and pruned when necessary. Shrubs, hedges and trees are maintained, including seasonal trimming and pruning and waste removal.
Care of Sports Field	Maintain, prepare and mark sports fields to the requirements of teachers in charge of sports. Attend to seasonal fertilising, top dressing, weed spraying, sowing etc
Care of exterior spaces	The areas surrounding school buildings are kept clear at all times of rubbish, leaves and other garden debris that accumulates there. Rubbish removal is completed as required.
To work with all staff to ensure the smooth and safe operation of the school.	
Training	Training as required is completed from time to time to ensure adherence to best practice caretaking, grounds and maintenance techniques and high standards.
Cross team relationships	Positive relationships with all teaching staff, support staff, property and cleaning team members are maintained as needed to ensure the smooth operation of the school.
Health and Safety	Undertake health and safety training as required and ensure compliance with school health and safety procedures at all times. Adhere to all health and safety procedures at all times to ensure the safety of self, other staff and students.
Team support	All or any other tasks that might be required to ensure a

	well functioning team are attended to as directed.
To initiate and supervise maintenance work in accordance with decisions made by the Board.	
Externally contracted tasks	Any maintenance tasks that may require external contractor support are identified and reported to the head caretaker, particularly the identification of potential hazards.
Quotes and specifications	Ensure the head caretaker is supported in the preparation of specifications, the calling of tenders and preparing recommendations as to suitable tenders for works projects undertaken by the school.
Contractor engagement	Contractors working on site are properly supported to complete their tasks according to plan.
Planning	Assist the head caretaker to draw up maintenance plans and goals each year as part of the budget process.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	