



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Acland House Caretaker

Reports to	Director of Boarding / Business Manager
Functional Relationships	Principal Senior Leadership Team Cleaning Supervisor School Caretaker / Groundsman Suppliers of Services All Staff
Position details	Permanent, Part-Time

Responsibilities

As a key member of our staff, the Acland House Caretaker will lead with our values and work in the best interests of our kura.

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The Caretaker performs a key role in proactively managing the safety, presentation, maintenance and general condition of the buildings, facilities, equipment, grounds, garden and environment at Acland House – the Hostel for Christchurch Girls' High School | Te Kura o Hine Waiora. The caretaker will meet regularly with the Business Manager and The Director of Boarding to plan ahead, but the caretaker is responsible for identifying and preparing the work programme to ensure the tasks below are all covered. The programme is to be discussed regularly with the Director of Boarding.

Personal Attributes | Kā Āhuatanga Whaiaro

- A genuine interest and willingness to proactively ensure that our hostel buildings, facilities, equipment, grounds, garden and environment are in optimum condition
- Strong time management and organisational skills are critical
- Creative and analytical thinking abilities and problem-solving skills to create solutions and optimise resources
- Excellent attention to detail and the ability to work with complex situations
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas of the school to achieve successful outcomes

- Proven ability to develop and maintain effective relationships, work as an effective and constructive team member and a willingness to learn and constantly improve
- Flexibility and adaptability to accommodate changing demands, unexpected situations and the ability to work beyond the typical school day

Primary Objectives | Whāinga

- **Proactively Manage Maintenance**
Oversee and perform routine and preventative maintenance tasks to ensure all hostel buildings, facilities, equipment, grounds, garden and environment remain in optimal condition
- **Ensure Health and Safety Standards**
Maintain hostel buildings and grounds to meet all safety, security, and hygiene requirements, creating a healthy environment for ākonga and staff.
- **Uphold Safety and Security**
Ensure a high standard of safety and security for ākonga, staff, and other authorised users of the hostel and grounds
- **Maintain Grounds and Appearance**
Preserve the cleanliness, functionality, and visual appeal of the hostel and surrounding school grounds to reflect a high standard of care
- **Utilize Technology Effectively**
Demonstrate good computer skills for record-keeping, communication, and reporting maintenance or safety issues
- **Exhibit Initiative and Attention to Detail**
Take proactive steps to identify and resolve issues promptly, ensuring accuracy, safety and thoroughness in all tasks
- **Maintain Physical Capability**
Possess the physical ability required to perform manual tasks, including lifting, moving equipment, and outdoor work

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives	Expected Outcomes
Maintenance of property and Buildings	<ul style="list-style-type: none"> • Proactively and efficiently maintain all hostel buildings, facilities, equipment, grounds and environment, ensuring they are in a safe, usable and optimum condition • Ensure heating / cooling systems are effectively operating and maintained • Ensure issues identified are actioned in a timely manner • Be available to respond to issues out of hours, if required and agreed to by the employee • Checking and completion of all logged jobs in a timely manner. • Ensure remedial work is appropriately prioritised based on safety/urgency 	<ul style="list-style-type: none"> • Efficient maintenance of all hostel buildings, facilities (including bathrooms), equipment, grounds and environment and assurance that safety requirements are met • Effective maintenance of heating / cooling systems • Cost effective use of power, especially heating • Buildings are washed and painted, grounds are water blasted and windows are washed • Efficient use of time, resources and budget management • Timely completion of maintenance issues

	<ul style="list-style-type: none"> • Clear follow up and communication with all relevant stakeholders on job progression throughout the process • Assist or carry out the periodic moving or erecting of furniture or fittings or preparation for special events • Maintain an inventory list of furniture and equipment • Ensure all equipment is well-maintained and recorded on the tools' asset register, and compliance checks are undertaken • Oversee building Warrant of Fitness checks as legally required • Carry out electrical appliance checks, proactively identify electrical work/issues and log and report these in a timely manner • Ensure refuse is disposed of and hostel buildings and grounds are kept as hygienically clean as possible this includes pest control measures • Monitor stock, ordering, receiving and storing supplies of toilet paper, paper towels and soap and any other such supplies as may be required 	<ul style="list-style-type: none"> • Open communication channels and timely feedback • Support is provided for moving or erecting of furniture or fittings or preparation for special events • All furniture and equipment are maintained well and audited, and compliance checked • Building Warrant of Fitness is up to date • All appliances are electrically checked, and electrical work/issues are identified and rectified quickly • Hostel buildings and grounds are kept as hygienically clean as possible • Pest control is managed • Stock is monitored and supplies are kept up to date
Maintenance of Hostel Grounds	<ul style="list-style-type: none"> • Ensure the grounds are maintained to a high standard • Ensure grass is mowed, borders are maintained, and flower beds are weeded and in good condition • Ensure trees are planted, pruned and otherwise maintained to a high standard. Replanting takes place as necessary • Ensure grounds furniture, bins and seats are maintained to a high standard • Ensure drains and spouting are kept clean, clear and flow freely 	<ul style="list-style-type: none"> • School grounds look attractive and are well kept • Trees flourish and have a well-kept appearance • Furniture is always able to be used and is well maintained • Drains and spouting are kept in good condition • Sports Courts are always ready for use, and the swimming pool is safe to use under supervision
Oversight and supervision of Hostel / Grounds	<ul style="list-style-type: none"> • Undertake a regular check of the Hostel /Grounds and work through the check list of maintenance to ensure it is fit for purpose. • Identify any concerns and raise any issues with the Director of Boarding or the Business Manager. Act immediately if it is urgent. • Prioritise and action caretakers' online property requests through GoNoGo • Using the on-line tools to manage health and safety process, and timelines for carrying out building warrant of fitness, and safety inspections as required • Effectively liaise with all cleaning staff to ensure work is of a high standard 	<ul style="list-style-type: none"> • Hostel/ grounds are fit for purpose and safe • Concerns are raised in a timely manner and acted upon • GoNoGo and other tools ensure property requests are clearly recorded and monitored • Online tools are used to manage health and safety process, and timelines effectively • Cleaning is at a high standard

	<ul style="list-style-type: none"> Attend to specific cleaning duties from time-to-time to support or respond to accidents or emergencies 	<ul style="list-style-type: none"> Cleaning incidents are responded to as needed
Health and Safety / Emergency	<ul style="list-style-type: none"> Perform Health and Safety checks for hostel buildings, facilities, equipment and grounds to ensure they are safe for use Observe all Health and Safety precautions and procedures including wearing required protective clothing and equipment In liaison with the Director of Boarding, review emergency /evacuation situations at the hostel and ensure process is effective Complete risk assessments with a preventative approach to accidents, and adhere to safety guidance to ensure Health and Safety requirements are met Deal with emergencies at the request of the Director of Boarding, Deputy Directors, the Business Manager or Principal All staff are expected to <ul style="list-style-type: none"> Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures Participate as required in the resolution of Health and Safety issues and training as required 	<ul style="list-style-type: none"> All buildings, facilities and grounds including the swimming pool are safe and comply with regulations as required Equipment is in good working order according to Health and Safety requirements Health and Safety precautions and procedures are followed Effective management of emergency/evacuation situations Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies Health and safety issues are resolved through a proactive approach and training as required Health and safety is effectively managed across the school Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies The Health and Safety within area of responsibility is monitored and hazards reported Health and safety issues are resolved through a proactive approach and training as required
Contractors	<ul style="list-style-type: none"> Arrange, assist and effectively communicate with and manage contractors / tradespeople for hostel maintenance requirements. Ensure at least two quotes are obtained as required Ensure all contractors on site are fully inducted, are police vetted and are aware of any potential hazards and have the necessary certificates to undertake the work. Relevant documentation must be completed and a register of inductions maintained Liaise with all contractors on site ensuring that health and safety policies and procedures are adhered to Ensure all contracted work is carried out to a high standard. 	<ul style="list-style-type: none"> Contractors are effectively communicated with and managed to support maintenance needs All contractors are police vetted A health and safety induction is completed for all contractors / tradespeople used for hostel maintenance Contractors follow health and safety policies and procedures All contract work is performed to a high standard

Security	<ul style="list-style-type: none"> • Ensure processes are in place to maximise the security of the hostel buildings and site 	<ul style="list-style-type: none"> • Security of school buildings and prevention of vandalism
Finance	<ul style="list-style-type: none"> • In liaison with the Director of Boarding, proactively manage the budgeted amount for caretaking and grounds expenses, including obtaining timely approval for expenses such as purchases or special tasks which require outside contractors 	<ul style="list-style-type: none"> • Appropriate and efficient use of budget
Maintenance of Acland Vehicle	<ul style="list-style-type: none"> • Ensure the Acland vehicle is operational, serviced, warranted and kept in a clean and tidy condition. Ensure all spare tyres, tools, etc are accounted for and maintained to a high and safe standard • 	<ul style="list-style-type: none"> • Acland Vehicle is well-maintained and roadworthy
Pool Maintenance (Summer)	<ul style="list-style-type: none"> • Keep the pool fully operational in the summer season in accordance with MOE regulations. • Ensure all daily pool maintenance and procedures are followed, including daily checks of pool water quality <ul style="list-style-type: none"> ○ All health and safety equipment are available pool side daily and stored away at night ○ Order, store and use all chemicals appropriately ○ Hold and keep updated MOE pool maintenance and operations certificate and chemical handling certificates. 	<ul style="list-style-type: none"> • The swimming pool will be fully operational in in accordance with MOE regulations. • All safety guidance is followed
Hireage of Hostel Facilities	<ul style="list-style-type: none"> • Prepare hostel facilities for hirers. This includes required programming for the security and heating • Provide caretaking services for groups hiring the school facilities. This may include unlock and lock up. • Complete a facilities inspection before and after a hireage event and report any damage to the Director of Boarding and the Business Manager. • Ensure facilities are secure at the end of the hire period 	<ul style="list-style-type: none"> • Hostel is prepared and safe for hirers • Appropriate and efficient use of hostel facilities by hirers is monitored • Hostel facilities remain undamaged during external hires • Facilities are secure at the end of a hire period
Financial Assets	<ul style="list-style-type: none"> • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority 	<ul style="list-style-type: none"> • Financial resources and assets are used effectively and efficiently to support improved pastoral and academic outcomes for students
Te Tiriti o Waitangi partnership	<ul style="list-style-type: none"> • Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi 	<ul style="list-style-type: none"> • Culturally responsiveness and understanding of Te Tiriti o Waitangi is reflected in practice
Additional Tasks	<ul style="list-style-type: none"> • Assist other team members and staff as necessary and agreed upon by the Director of Boarding or the Business Manager 	<ul style="list-style-type: none"> • Provide assistance as necessary • Undertake other tasks as assigned

	<ul style="list-style-type: none"> Any other caretaking tasks as assigned and mutually agreed by the Director of Boarding or the Business Manager 	
Community	<ul style="list-style-type: none"> Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community Develops and maintains positive respectful relationships with students, staff, whānau and the wider community Communicates effectively and establishes good communication processes within the school and with the community Strengthen community relations through connections with parents, whānau, prospective parents and the wider community 	<ul style="list-style-type: none"> A positive culture exists across the school with a connected, engaged, caring and supportive community evidenced Positive respectful relationships are developed and maintained Effective communication processes are maintained within the school and with the community Community relations are strengthened
Contribution to School Life	<ul style="list-style-type: none"> Engage actively in implementing and fulfilling the obligations of the school and hostel strategic and annual plans Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events 	<ul style="list-style-type: none"> Obligations of school and hostel strategic and annual plans are met Proactive involvement in all aspects of school life School-wide co-curricular activities and extra-curricular activities and events are supported
Safeguarding	<ul style="list-style-type: none"> Undergo Police Vetting Adhere to and implement relevant policies, practices, and procedures for safeguarding 	<ul style="list-style-type: none"> Police vetting is completed and is acceptable for employment Relevant policies, practices, and procedures for safeguarding are implemented and adhered to
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> Always conduct themselves with professionalism and adhere to the school policies and procedures Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community 	<ul style="list-style-type: none"> Staff conduct themselves with professionalism and adhere to school procedures and policies The vision and values of Christchurch Girls' High School Te Kura o Hine Waiora are promoted Positive promotion of the school and advocacy for our students in the community
General	<ul style="list-style-type: none"> Undertake specific responsibilities and duties at the Principal's Tumuaki discretion. 	<ul style="list-style-type: none"> Specific responsibilities and duties as directed by the Principal Tumuaki are executed.

NB. Employment is conditional on police vetting and holding a clean full driver licence

Acland House Caretaker

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____