



TIMARU GIRLS' HIGH SCHOOL

JOB DESCRIPTION

POSITION: CARETAKER

EMPLOYMENT: Grade 2 Caretaker based on the School Caretakers' and Cleaners and Canteen Staff Collective Agreement 2025-2027

SPECIAL CONDITIONS: Permanent, 40 hours per week, 52 weeks per year

RESPONSIBLE TO: Property Manager

PURPOSE OF POSITION: To support the Property Manager by helping to maintain the security, presentation and physical assets of the school and hostel grounds as required. To carry out maintenance and building repairs of school and hostel buildings, grounds and equipment

FUNCTIONAL RELATIONSHIPS WITH:
Property Manager, Director of Boarding, School and Hostel staff

KEY TASKS	PERFORMANCE INDICATORS
<p>Carry out all general maintenance and repairs of the school and hostel buildings and equipment which he/she is legally able to undertake, and which would normally be undertaken by a registered or qualified tradesperson.</p>	<ul style="list-style-type: none"> • Tasks are carried out as identified by the Property Manager. • Adequate preparation is undertaken for each maintenance project. • Tasks are carried out in an efficient and effective way. • Efficient use of resources is maintained. • Check for vandalism and promptly and effectively arrange required repairs. • All equipment used is well maintained and kept in an operable and reusable condition. • Duties are completed promptly and to a high standard.
<p>Carry out minor interior and exterior painting and repainting of the school and hostel buildings as directed by the Property Manager.</p>	<ul style="list-style-type: none"> • Painting tasks are carried out as identified by the Property Manager. • Adequate preparation is undertaken for each painting task. • Painting tasks are carried out in an efficient and effective way. • Remedial painting to eliminate graffiti will take priority over all other tasks. • All equipment used is well maintained and kept in an operable and reusable condition.

	<ul style="list-style-type: none"> • Duties are completed promptly and to a high standard.
Undertake grounds duties if required as directed by the Property Manager.	<ul style="list-style-type: none"> • Duties may include grass cutting and general grounds maintenance.
Be responsible for security of buildings and grounds and respond to alarm callouts in the absence of the Property Manager.	<ul style="list-style-type: none"> • Locking and unlocking buildings, checking grounds, liaising with alarm monitoring company as required when the Property Manager is on leave.
In partnership with the Property Manager, ensure the school is heated in an effective and efficient way, which enhances the teaching and learning within the school.	<p>The requirements of the Occupational Safety and Health Act are complied with while carrying out the heating duties.</p> <ul style="list-style-type: none"> • Ensure the boiler is programmed to operate during colder months of the year and is heating rooms to an acceptable temperature. Heating is provided for special school occasions. • Adequate supplies of wood pellets are always on hand. • The boiler is maintained in accordance with service requirements, ensuring it remains in a safe and good working order, with any operational issues addressed promptly.
<p>Perform any other reasonable duties as directed by the Property Manager.</p> <p>Comply with all board policies and relevant legislation, and Health and Safety requirements.</p> <p>Always ensure the safety and wellbeing of students.</p>	<ul style="list-style-type: none"> • Including acting as Property Manager when required.

Person Specification:

- demonstrate sound practical and general maintenance skills
- ability to work independently
- ability to be proactive and flexible
- ability to work co-operatively in a team situation
- display a high level of integrity and trust
- be able to prioritise time