



PUAHUE SCHOOL - CARETAKER ROLE DESCRIPTION 2022

Scope of Employment: Employment is on a continuing contract spanning an 8 hour week.

Contractual Obligations: Contractual agreements, terms and conditions are as implied under the current 'School Caretakers and Cleaners Collective Employment Contract'. If employees are not members, then an individual employment contract will be established.

Responsible To: The Principal and any designated management staff for duties.

Functional Relationships:

1. Pupils
2. Teachers and school administration staff
3. Senior Management staff
4. Principal
5. School Board of Trustees
6. Parents

Objectives:

1. To know the school as fully as possible in every way: Grounds, Buildings, furniture & fittings.
2. To provide the best possible clean, safe school environment.
3. To implement programmes to attain acceptable progress in relation to the care/development of grounds, buildings, furniture & fittings.
4. To keep records, timetables and maintenance.
5. To set an example and standards that will be acceptable to parents and co-workers and which will serve as a model to pupils.
6. To carry out such directives and regulations that may be set from time to time by the Principal, or Board.
7. To inspect and provide regular reports [including safety issues] in your areas of responsibility, to the Principal.

KEY TASKS:

Organisational Routines:

- Set up a day to day arrangements within the school for those matters necessary for the effective functioning of your workday.
- Be considerate of classroom programmes in respect to noise levels.
- Maintain high safety standards that protect yourself and others from harm. Jobs that contain an element of danger to others should be carried out at times that remove this risk.
- Be considerate of others and maintain open, honest lines of communication.
- Ensure that the Principal is aware of issues of significance.
- Plan and operate a maintenance program that ensures quality upkeep of grounds, buildings, furniture, fittings plant and machinery.
- Ensure appropriate safety precautions/clothing are available and used.

General Routines

1. On arrival, unlock all areas used on a daily basis.
2. Pool Operation - Check all is ready and operable prior to the swimming season.
3. During Operation - Test water as set out in the Health Department Pool Water Regulations, vacuum pool as necessary and treat with appropriate chemicals.
4. Check the conditions of the grounds
5. Visually check all buildings and equipment for damage/graffiti and action repair, if required. Ensure that the Principal is aware of any issues.
6. Check rubbish bins from time to time to ensure they do not become overfull and empty all at the end of the day.
7. The Caretaker is responsible for ensuring that the school is locked prior to departure. Cleaning staff will then assume this responsibility for the rooms they unlock.
8. Paint retouching, adventure playground repair, woodworking / general plumbing maintenance.



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9. A program of general maintenance should be carried out. Items on this program will be outlined in discussion with the Principal. Some programmes may need to be given priority over others.
10. Lawns should be kept trimmed and appealing to the eye, Hedges & foliage should be trimmed accordingly. Gardens should be free of weeds and well maintained.
11. Help with setting up facilities for sporting events, art displays and making stage props etc where required.
12. Carry out daily weekly and monthly building safety checks and complete records and maintenance as required.
14. In the case of an emergency outside of working hours, the Caretaker may be requested to carry out specific tasks and be available on site.
15. The caretaker may be required to attend meetings from time to time to facilitate information gathering, sharing and training.

Specific Duties Check

- Caretaker Requests: Complete tasks as required.
- Staff requests to be carried out when key tasks are complete.

Occasional Cleaning:

- The role will require supporting the school cleaning when the cleaner is sick or on annual leave, as well as cleaning up spills of substances, vomit excreta etc if / when necessary.
- The cleaning up of bodily fluids is regarded as 'Dirty Work' and an allowance is payable.

Buildings:

- These must be maintained appropriately and ensure that plant and fittings are in good, safe working order at all times.
- This may involve a wide range of requirements from building/repairing shelving and desks, paint touch-ups, the odd window repair through to tap reseating and toilet cistern maintenance etc.
- Supervision of some of the contracted work will also be required from time to time.

Air Cons:

- Check units and clean filters on a term basis as per manufacturers' guidelines.

Roofing:

- Check and clean guttering and downpipes every three months, or as necessary.
- Check all fastenings. Maintenance / Security Checks: These should be carried out according to the school's Occupational Health & Safety Management Plan and Ministry requirements. Documentation is provided as a guide in each case.
- Storm Water System/Drains: Regularly lift all trap covers and remove debris as required. Keep all drains free of debris.

School Trees:

- Prune and trim all trees and hedges as required.

Grass Cutting & Weed Spraying:

- This should be done at a time that does not cause noise problems or present a danger to others on the site.
- Weed killing of all edges, fence lines, concrete areas, buildings and specimen trees.
- The Caretaker is expected to run maintenance checks, oil and grease all machinery used in care and maintenance programmes.

General Maintenance:



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This is of a general nature and includes handyman activities, refurbishment of furniture where appropriate etc.

Ordering, in conjunction with the Principal, and receiving goods and materials appropriate to the activities is also a requirement.

Rubbish:

Shed bins need to be emptied on a regular basis. Inclusive on monitoring of the recycling in the school

Gardens:

Upkeep of gardens and small shrubs, including timely plantings is a requirement.

Swimming Pool:

Supervise the winter holding program and maintain the pool area.

Clean and maintain the pool throughout the year and during the swimming season.

The pool should be maintained within acceptable OSH standards during the swimming season involving cleaning, chemical dosing, testing and maintenance of the pool plant and fittings.

Records

(a) Budget Tracking:- All orders should be cleared with the Principal and the order forms retained in a management folder and be purchased on school accounts

Budget tracking should be kept so that at any time the amount left in each code is freely available. A copy of invoices should be retained.

When items arrive, they should be noted in the order book and duly dated.

(b) Future Purchasing:- A list of future suggested purchases and approximate costs should be developed and discussed with the Principal.

(c) Safety Checks:- A check register is contained in the school and should be completed and signed on a daily / monthly basis.

The Principal should be notified of any areas of non-compliance.

Communication

1. Attend meetings on request and be prepared to take an active part.

2. Action promptly those matters which concern you.

3. Check the notice board and daily information book for 'items of note'.

4. Keep the Principal informed of matters of significance.

5. Check Caretakers request form Training & Development *All staff are expected to take a share in the interests of the school management, and personal development. *All staff are expected to participate in courses and training programmes where appropriate. *Staff are encouraged to make efforts in their own individual development.

Signed:
(Principal)

Signed:
(Employee)