



JOB DESCRIPTION

Caretaker

KEY OBJECTIVE:

- The Caretaker ensures the efficient running of the kura facilities and is responsible for the maintenance of the buildings and surrounds to a high standard, ensuring they are always safe and at minimum, meet all standards and compliance.
- As well as buildings the Caretaker is responsible for the boiler, pool, general maintenance and the general functioning and layout of Hall. The role encompasses caretaking work at all entities, including NCG, Prep and the Boarding Hostels.
- In going about all duties and communications, understanding the importance of Te Tiriti and Te Reo Māori and upholding the vision, values, and high standards of Nelson College for Girls, by demonstrating unfailing integrity and professionalism at all times.

REPORTS TO:

- Operations Manager

FUNCTIONAL RELATIONSHIPS:

- Principal and Senior Leadership Team
- Head Teacher Preparatory School
- Director of Boarding
- Receptionists
- Grounds person
- Other staff

TENURE:

- 52-week position – 40 hours per week – annual leave 4 weeks.
- The school operates a close-down period over the Christmas holidays.
- Hours of work 7.30am – 4.00pm

RENUMERATION:

- Hourly rate will be negotiated on the skills and experience brought to this role. Terms and conditions will be in accordance with the Caretakers in Schools Collective Agreement.

SCOPE:

- The Caretaker role covers all entities of Nelson College for Girls. This encompasses NCG, Prep, the Boarding Hostels, and all sports grounds.

KEY ATTRIBUTES:

- Be driven and motivated to be accountable for carrying out all duties as described in the job description as effectively and efficiently as possible.
- Be self-accountable for ensuring they follow all health and safety and other legal requirements to undertake their role.
- Be an effective communicator, able to update your manager and school staff on progress of things.
- Be able to relate well to all ages.
- Be organised, reliable and conscientious.
- Willing to work as part of a small team.
- Be physically fit and capable of sustained effort.
- Previous experience undertaking similar work, including safe and legal operation of equipment. i.e hold all certificates required.
- Be willing to undertake training where necessary to ensure the safe and correct operation of equipment.
- Possess a high level of safety awareness and be willing to undertake safety training as required. She/he must ensure they are accountable for their health and safety and follow all inhouse processes, legislation and maintain records.
- Be able to work on a smoke-free site.

KEY OUTCOMES AND KPI'S

Training and certifications

- To be discussed and agreed with the incumbent annually
- Pool
- Chemical Handling
- Other certificates/training that may be required to undertake this role.

KEY RESPONSIBILITIES

1. Caretaking – across all entities of the School, Prep, Boarding

- Undertake a morning check of our kura and work through the morning daily check list of ensure it is fit for purpose. Identify any concerns and raise within 24 hours to your manager.
 - Prioritise and action caretakers' online property requests (school bridge) within agreed times and escalate issues if required within 24 hours.
 - Using the on-line tools to manage timelines for carrying out all building warrant of fitnesses, lift and safety inspections as required in conjunction with Argest.
 - Using the on-line tools to manage timeliness of carrying out all other compliance checks on equipment across all entities of the school. E.g fire hose reels, fire extinguishers, emergency lights
 - Using the on-line maintenance schedule, manage all maintenance/programmed with contractors across the school entities.
 - Using the on-line maintenance schedule, carry out any other scheduled facility maintenance not included in the programmed maintenance schedule. Using contractors when required, ensuring at least two quotes are obtained. Such as clearing of spouting, clearing sumps.
 - Ensure all paperwork/sign off's compliance paperwork is electronically filed in the on-line database.
 - Ensure all on-line tools are updated with any issues and completion dates.
 - Maintaining and overseeing the cleanliness and tidiness of the school, liaising with the contract cleaning company if problems arise.
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- Undertake (and be available and have the necessary skills to undertake) school maintenance work in addition to minor maintenance work which he or she is legally able to undertake, and which would normally be undertaken by a registered or qualified tradesperson.
 - Carry out minor maintenance and repair tasks of buildings and grounds infrastructure, including items such as, but not limited to, doors, windows, curtains, toilet seats and flushes, indoor/outdoor furniture, tap washes.
 - Assist with furniture removal, storage and setting up of classrooms, offices when required.
 - Water blasting of outside areas and buildings as and when required.
 - Assisting the grounds person on some tasks that require additional resource.
 - Delivery of bulk items as necessary from reception to around school.
 - Manage waste around the school grounds and removal process of both waste and recycling.
 - Recording of actual and potential hazards on kamar and if not resolved report to the operations manager.
 - Manage pest and vermin requirements.

2. Security

- Ensure processes are in place for the school to be always secure, outside school day hours.
- Assign staff with security codes as appropriate and provide training on how to operate the alarm system.
- In periods outside of this time, Armourguard is the back up and when on annual leave.

3. Heating System (winter months)

- Operate the boiler and heating system to maximum efficiency including ordering of pallets.
- Undertake or arrange the necessary maintenance of the boiler to ensure efficiency and effectiveness.
- Obtain annual inspection by suitably qualified person and file inspection documentation in the on-line annual maintenance database.

4. Swimming Pool (summer season)

- 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 for dangerous materials. E.g glass
 - All health and safety equipment are available pool side daily and stored away at night.
 - Pool is vacuumed.
 - Pool is tested as per MOE requirements.
- Ensure the pool complies with all local council guidelines.
- Order, store and use all chemicals appropriately.
- Manage the pool in the winter season in a bed-down mode and continue to check equipment.
- Hold and keep updated MOE pool maintenance and operations certificate and chemical handling certificates.

5. Hall

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- Organise the setting of the hall and returning of set up as required for assemblies and for special occasions and functions. E.g Powhiri/Mihi Whakatu and all other school and external functions.
- Report instances where the hall is not left in a satisfactory state with your manager.

6. Hireage of College Facilities

- Provide caretaking services for groups hiring the college facilities. This may include unlock and lock up. Organisation of cleaners if required.
- Ensuring heating is set appropriately for winter months.
- Complete a facilities inspection after a hireage event and report any damage or anomalies to your manager.

7. Contractors

- Arrange and oversee contractors as requested by the Operations Manager.
- Ensure all contractors on site are fully inducted, are police vetted and are aware of any potential hazards (eg asbestos) and have the necessary certificates to undertake the work. Keep a register of such inductions.
- 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.

8. Equipment, Caretakers Shed

- Ensure all equipment, including caretakers shed, vehicles used, and all equipment is recorded and maintained well.
- Oversee the tag and test process across all entities of the school. Ensuring the digital database is maintained.

9. Additional Tasks

- Meet school community and personal safety requirements.
- Attend to urgent hygiene requirements.
- Maintain a property and tools asset register.
- Maintain an inventory list of spare furniture and equipment.
- Assist in the management of school keys and access.
- Manage and approve caretaking accounts payable monthly.
- Organise Dangerous Goods, gas bottle and appliance requirements.
- Arrange property storage and retrieval as required.
- Assist other team members and staff as necessary and agreed upon with your manager.
- Any other caretaking jobs as assigned and mutually agreed by your manager or a senior leader.

10. Additional information

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- Be a proactive member of the support staff team, working as a team, participating in other activities where appropriate.
 - Possess a high level of safety awareness and embrace the health and safety culture of the school.
 - Participate in the annual performance review process on start date anniversary.
 - Undertake a police vet on commencement of this role and understand that this will be undertaken every three years.
 - Employment is conditional on holding a clean full driver licence and ability to drive a manual gearbox vehicle.
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ON APPOINTMENT

Employee..... Date.....

Acting Principal..... Date.....