**JOHN PAUL II HIGH SCHOOL – GREYMOUTH**

**Caretaker Job Description**

(Effective from 01 July 2020)

**Job Title: Caretaker**

**Reports to: Principal, Deputy Principal**

**Conditions of Employment: As described in the School Caretakers’ and Cleaners’ Collective Agreement.**

**Start date 18th January 2021**

**52 Weeks a year with 4 weeks annual leave.**

**$21.78 per hour, 40hrs per week.**

**Functional Relationship: Contractors outside of the school as required, all staff and students.**

***John Paul II High School offers families a comprehensive education in a school culture which nurtures  
and encourages individuals to achieve to their full potential in personal academic excellence, personal  
growth and life in faith in accordance with the values of Jesus Christ and Catholic tradition.***

**Overview**

The school Caretaker is responsible for the safety and cleanliness of the grounds and buildings, the security of the school, attend to the heating plant, and ensure the highest standard of maintenance of the school buildings and grounds. Minor maintenance work shall be undertaken when such work can be done without the requirements of a registered or qualified tradesman. The caretaker shall ensure the highest standard of Hygiene for the school.

The caretaker shall report all damage to school property to the principal as soon as practical and on request will furnish a report to the Principal or Board. The caretaker shall take all reasonable steps to protect or restore the school property. Graffiti will be removed as a priority.

The caretaker will comply with the school expectations on recycling and environmental sustainability.

The day to day supervision of the caretaker shall be to the principal or Deputy Principal.

**Management**

The Caretaker is expected to be on duty during school vacations, with the only exception being absent on annual leave according to entitlement. Holidays shall be taken during the Christmas recess, and during term breaks. If extra days are worked during period of annual leave (authorized by the principal) days-in-lieu accrued will be taken during the term breaks.

**Hours of Work**

Hours of work are 7.30am – 4.30pm Monday to Friday for no more than 8 hours (excluding the 1 hr lunch break).

The timing of Lunch break is by mutual agreement. Morning and afternoon tea breaks – 10 minutes.

**Health & Safety**

It is a requirement that protective equipment and clothing must be used/worn when using machinery, power tool, and when conducting weed spraying. All required safety checks must be made, and hazard checks carried out according to the school schedule. Any defects in equipment or potential hazards must be reported immediately.

|  |  |
| --- | --- |
| **Key Areas** | **Duties** |
| Security | * Be responsible for security of buildings and grounds. * Be responsible for the opening and secure closing of all buildings and gates. * Check and lock all windows and doors daily at the completion of duties. * Be available for emergency after hour call outs as required. * Monitor Security lighting and adjust timing clocks, as necessary. |
| Cleaning | * Attend to all minor and incidental cleaning requirements. * Remove any graffiti immediately * Liaise with cleaner, as required. * Ensure student toilets are check daily for hygiene and cleaned if necessary, during the day. * Ensure exterior windows, walls and under the eaves are cleaned regularly. * Water blasting of buildings regularly. |
| Grounds | * Maintain the grounds to a high standard of neatness and tidiness. This includes mowing, edges and weeding around tress and fences, and maintaining the school gardens. * Monitor and maintain all ground equipment to a safe and reasonable standard. * Daily Cleaning of pathways to remove litter and leaves. * Weed spray grounds and around equipment as required. * Regularly monitor and repaint court and field markings. * Keep drains and slot-drains clear. |
| Repairs & Maintenance | * Attend to all general maintenance and minor repairs not required to be undertaken by a tradesman. * Maintain areas requiring touch-up painting, e.g. seats, pipe barriers etc. * Check for vandalism and arrange for any repairs which may be necessary, e.g. window replacements. * Maintain all caretaking equipment to a high standard and ensure safe custody. |
| Health & Safety | * Replenish toilet requisites and sanitizer supplies during the day as required. * Attend regularly to the cleaning of storm water drains, water tables and gutters. * Rake bark area weekly. * Keep all hazardous substances in the designated Hazchem storage facility. * Be responsible for maintaining a high standard of personal safety at work, including use of approved safety gear. * Use appropriate signage when conducting cleaning in toilets. * Maintain the school building & property maintenance compliance manual, and complete required checks, including all equipment on the grounds. * Liaise with eternal contractors, complying with all Health & safety regulations. * Participate in regular emergency drills. * Arrange electrical testing to be carried out with external contractor as per regulations. * Meet with external contractors when on site for inspections, eg fire equipment etc. * Attend to heating systems. Keep all equipment in a safe and tidy condition and ensure that no fire hazards exist. Maintain the equipment according to the manufacturer’s instruction. Start the systems at times detailed by the principal. Check daily all electric heating systems and ensure sufficient fuel is available as required. * Be aware of the requirements of the Health and Safety at Work Act 2015. |
| Waste Removal | * Empty wastepaper baskets and rubbish bins daily and ensure safe and hygienic disposal. * Recycling of all classroom and other litter. * Sorting and maintaining recycling bins, as appropriate. * Organize jumbo bins for excess rubbish, as required. * Place council bins on roadside on appropriate days. |
| Supplies | * Assist in the deliveries of Equipment, materials, etc. to the school. * Keep supplies of light bulbs, Nails, screws, and other basic items, and replenish, as necessary. * Order all necessary caretaking supplies within the prescribed budget using an authorized order form. |
| General | * To perform any other reasonable duties as specified by the Principal and/ or Deputy Principal. * Maintain all caretaking equipment to a high standard and ensure safe custody. * Maintain an orderly tidy caretaker’s shed and associate storerooms. * Manage safe and secure storage of spare Furniture in an organized, tidy, and accessible way. |
| Building and grounds checks, regular inspections, maintenance and regular inspections, maintenance and reporting procedures, school building reports. | * Comply with all requirements for checks including monthly and annual reports. * Complete Hazard Audit annually with Deputy Principal. |

**Duties**

|  |  |
| --- | --- |
| Daily or Weekly Jobs | * Manage rubbish and recycling bins. Lawns * Weeding * Edges * Sweeping entranceways * Checking playground equipment * Racking bark areas * Participate in daily staff briefings. * Hold Building Keys – and be responsible for the opening and locking of buildings and gates. * During winter, attend to heating system. Keep it in a safe, tidy, clean condition, ensuring no fire hazards exist. Start system to heat school by 9am. Ensure all heating turned off at end of the day. * As required – Mopping up of heavy traffic area to keep free of excessive water. * Other duties as allocated. * Ensure hazardous chemicals and paint are stored in the facility provided. * Action jobs reported from the staff |
| Monthly Jobs | * Check, fill in and maintain monthly inspection compliance |
| Term break Jobs | * Clearing of Drains * Arranging for or disposing of inorganic rubbish. * Clean exterior windows. * Attend to hedges, trees, and shrubs. * Maintain ground tidiness. * Clean exterior of school Buildings. * Clear Gutters. * Participate in and record Emergency Drills. * Repair and paint outdoor seating and railing. * Cleaning of external windows at least twice yearly. * All other duties as set out by the Principal and/or the deputy principal. |
| Periodic Duties | * Attend to minor repair such as leaking taps, window catches, door locks, chairs, furniture, replace light bulbs, (maintenance book). * Painting maintenance to keep building in good condition. * Minor handyman jobs, e.g. erecting shelves, cupboards, etc. as required. * Maintain areas that are susceptible to moss. * Clean filters on air conditioning units, and water filters as needed. * Cleaning of spouting and gutters. * Maintenance of all equipment, tools and machinery etc. to a safe efficient level. * Yearly stock take and update of all equipment and tools prior to start of each school year. A copy to the Bursar and held on computer. * Reporting to Principal and/or Deputy Principal of any unsafe areas, or areas requiring professional expertise. * Yearly marking of netball, four square, and hard-court activities, rugby field, athletic activities etc. * Spraying for weeks by any poisons (e.g. herbicides) being aware of safety procedures and wind drift. * Other cleaning or maintenance jobs as required by staff to keep the grounds and building in a clean, safe tidy condition. * Repair/paint classroom furniture as required. * Attend property meeting as required. * Make relevant entries in the Building Maintenance Manual. * Property management responsibilities (contact tradesman as required.) * Advise property committee of possible school hazards during annual inspection. * Attend property meetings (during major projects.) * Liaise between the school and contractors. * Any work must be carried out according to existing Health and safety regulation. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caretaker

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal