



Job Description – CARETAKER

NAME:	
Position Title	Caretaker
Reports to	Principal
Working Relationships	External: Suppliers, Contractors Internal: Principal, Staff, students, parents and caregivers

Employment Status: Permanent – full-time: 8 hours per day.

Hours of work 8.00 a.m. to 5.00 p.m.

Morning tea 10.40 a.m. to 11.00 a.m. Lunch 12.30 to 1.30 p.m. Afternoon tea 3.00 p.m. to 3.15 p.m.

Allowances

Refer to [Part 4](#) of the School Caretakers and Cleaners' Collective Agreement

Purpose of the position

The Caretaker is have the responsibility for the safety and good order of the grounds and buildings, to run the boiler heating system, to allocate duties and supervise the cleaning team.

Key Responsibilities	Appraisal Indicators
Maintain school grounds, internal and external fittings and fixtures	Clean, tidy and well maintained grounds and buildings, providing a well maintained and safe environment for staff, students, parents and visitors
Health & Safety	Caretaker works in all parts of the school; using safe working practices at all times
Communication	Courteous to colleagues, students and all visitors to school

Tasks and Duties

DUTIES

- Hold keys of buildings and delegated responsibility for opening of the school and at the end of each day the school is locked by the Caretaker or by other staff member key holders.
- Responsible for the disposal of rubbish and cardboard ensuring that all exterior bins are emptied daily.
- Issue and reorder cleaning supplies and materials as required in line with approved budgets.
- Attend to the boiler heating system and keep in a tidy condition to ensure no fire hazard exists.
- Clean out the boiler system regularly as per manufacturers or maintenance consultants instructions. Starting system in time for heating of the school by 8.00 a.m. Where appropriate turn on electric heating to similar timetable. At the end of each day ensure that the electric heaters are switched off.
- Initiate in conjunction with the Principal and Property Manager all annually scheduled property maintenance.
- Attend to minor repairs such as broken windows, leaking taps, window catches, door locks, spouting and down pipes. Also carry out minor repairs to furniture such as classroom desks, chairs, replace lighting lamps as required. (Note that some of the tasks listed above may be itemised as projects on the Board of Trustee Property subcommittee's maintenance schedule with specified completion dates.)
- Provide monthly building checks as specified in the School's Building Warrant of Fitness Manual and sign appropriate register. Also provide a brief monthly report on work carried out to the Principal for Board of Trustees monthly meetings.
- Maintains Health and Safety reporting systems, hazard identifications and supervision of on site contractors, to meet H.S.E. requirement.

DUTIES

- Attend weekly to storm water drainage and traps spouting and downpipes checking for free flow of run off and make repairs as required to avoid ponding of runoff.
- Erect or remove sports equipment and posts, mark out sports fields and hard court areas as required.
- Arrange for the sweeping of hard court areas and walkway and car parks to remove stones and other debris.
- Oversee cleaning of incidents requiring immediate cleaning attention e.g. soiling, vomit, paint or dye spills.
- Arrange maintenance and cleaning of school minivan ensuring RUC and WOF are up to date.
- Ensure school trailer is warranted and maintained.
- Supervise milk distribution, recycling of milk cartons and milk supplies.

GENERAL

- The Caretaker is responsible for all grounds, lawns where applicable, gardens, garden equipment and general maintenance of above.
- Assist with deliveries of equipment, materials etc. to school and where necessary assist with assembly of furniture at school and out of school activities – such as Gala, end of year concert and school picnic.
- To play a full part in all aspects of school life in regard to reasonably expected behaviour and suitable attire for the environment in which you are employed in.
- Attend staff meetings and other scheduled meetings with the Principal and or the Board of Trustees Property sub-committee as reasonably requested.
- The Caretaker is also expected to perform other duties as specified by the Principal from time to time – such as classroom cleaning when cleaners are sick or away at short notice.
- Ensure the safety and wellbeing of learners at all times.

General Responsibilities

Comply with all board policies and relevant legislation, Health and Safety

NOTES:

The Caretaker is responsible for the safety and satisfactory high standard of maintenance of the school grounds, gardens and school buildings, locking and unlocking of doors and will also be required to perform duties of cleaning as per tasks and duties. Boiler and other maintenance when required and as listed in the schedule of maintenance tasks issued periodically by the Board of Trustees Property subcommittee.

The Caretaker is also responsible for the supervision of the part-time cleaning staff.

The Caretaker is to be involved in the Management of Health and safety Environment (H.S.E.) issues as assigned by the Principal or the Board of Trustees Property and Health and Safety sub-committees.

No other work is to be undertaken without prior approval being obtained from either the Principal or Board of Trustees Property sub-committee.

The Caretaker is expected to be on duty during term breaks. The only exception being absence on annual leave, as specified in the Employment Contract entitlement. These holidays will be negotiated with the Principal and recorded on the employee's Annual Leave entitlement record held on file.

I acknowledge I have read and understood the Job Description for the position of Caretaker and have had the opportunity to discuss this with my employer.

Declaration:

Approved by: Principal	
Date approved:	
Reviewed: Date	
Caretaker:	
Date signed:	