



10 March 2010

Thank you for your interest in our advertised position of full-time Caretaker.

The Board of Trustees has been employing a fixed term caretaker for Term 1 until the end of April. Please note the incumbent will be applying for the permanent position. The commencement date for the permanent position is Monday 3 May 2010.

If you are making an application please submit a brief CV outlining your previous work history, the completed application form and provide the names of three referees who can be contacted.

The application process will be completed by Friday 26 March 2010. All applicants will be informed once an appointment has been made. Applications must be received by Friday 19 March 2010 4.00pm. Applications can be posted to Greenmeadows School, Box 5104, Greenmeadows, Napier; emailed to markj@gms.school.nz; or delivered directly to the school office.

Find attached to this document a job description and application form that needs to be completed by all applicants. Any successful applicant will be appointed subject to a successful police clearance being obtained by the school.

If any additional information is required regarding the position please do not hesitate to contact me on 027 664 2544 or at Greenmeadows School 8447024.

Regards,

Mark Johnson
Principal

JOB DESCRIPTION – Caretaker

Primary Objective: To assist in the maintenance of the school property
To oversee and manage health and safety with property

Responsible to: Principal
Board of Trustees

Directly supervising: Cleaning quality
Minor capital works contractors

Functional relationships with: Teaching and support staff
Parents
Cleaning staff
School contractors

COMMENCEMENT DATE Monday 3 May 2010

RATE OF PAY: Rate \$15.34 per hour (weekly amount \$613.78)

HOURS OF WORK: 40 hours per week – Monday to Friday
7.15am – 12.15pm 1.15 – 4.15pm

HOLIDAY ARRANGEMENTS: Four weeks annual leave – to be taken when school closed

The successful applicant must have access to a vehicle with a tow bar and a current driver's license. All travel expenses will be reimbursed at the rate in the collective agreement.

Personal Qualities of Support Staff – Greenmeadows School

The employee will:

- Abide by school policies
- Abide by all privacy legislation in respect to student and staff matters
- Be loyal to the school, staff and students (with regard to internal criticism and discussion with members of the wider community)
- Be discreet in all matters dealing with students and staff
- Be reliable and self-motivated
- Show initiative and support classroom instructional programmes and behaviour management procedures
- Be co-operative towards all staff
- Always act in the best interests of the school and its students
- Relate positively to all members of the school community
- Communicate appropriately and effectively with students and staff

SCHOOL CARETAKER - STATEMENT OF RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- Maintain the school site and buildings as specified
- Manage the property maintenance budget as allocated by the Board of Trustees
- Monitor the quality and scope of the cleaning staff: provide feedback, maintain supplies
- Conduct self in a safe and healthy manner at all times

DAILY

- Unlock school (check for overnight damage, hazards, clean up rubbish, etc)
- Empty and return all external rubbish bins (following lunch break)
- Check and maintain cleanliness of toilets throughout the day; clean, mop, replace supplies as required
- Remove rubbish from school grounds
- Lock gates at the end of the day
- Unlock shed and Hall for Road Patrol equipment. Lock shed at end of each day
- Collect paper recycling from the classrooms

WEEKLY

- Sweep concrete area around sandpit
- Sweep/wash down decks and porches outside Blocks A, B and I
- Clean doormats and sweep areas under mats in doorways
- Put out rubbish skip and recycling for collection

ONGOING MAINTENANCE / OTHER TASKS

- Sweep/ water blast paths and concrete areas of excess water and debris
- Clear spoutings of leaves
- Mow designated grass areas as required
- Maintain gardens: spraying, weeding, planting, etc.
- Wash out rubbish bins
- Remove excess litter and rubbish from grounds
- Keep drains, gulley traps and soak holes free of debris
- Wash down exterior of buildings (annually or as required)
- Wash and clean all windows (inside and outside)
- Put up goal posts for the winter season (at conclusion of Term 1)
- Undertake monthly Building Maintenance Survey
- Put up shade sails and remove as required