



Name:

Job description

Job Title: School Caretaker/Handyperson

Reporting To: Principal/Kaitiaki Team

Employment Type: Full-time, Permanent

Hours: 40 hours per week, Monday-Friday

Salary: - Hourly rate to be confirmed dependent upon experience

- Mobile phone provided

Hours: 40 hours per week – Monday to Friday

Functional and Positive Relationships With:

- School Board
- All Teaching and Support Staff
- Visitors to the college
- Elim Christian Centre Church Staff
- Parents/Caregivers and the wider college community

Professional Requirements:

- To uphold the Special Character
- Confidentiality
- To always represent the college positively in attitude, speech and dress
- The Property Caretaker must hold current police vetting clearance.

The Property Caretaker Can Expect:

- To be treated with respect and thoughtfulness as a staff member who is valued.
- To have reasonable access to resources as necessary to do the job.
- The school will take all reasonable steps to provide a work-safe environment.

Key Responsibilities:

- **Property Maintenance:**
 - Perform daily, weekly, and monthly maintenance tasks on school grounds, playgrounds, and buildings.
 - Conduct minor repairs and preventative maintenance.
 - Manage groundskeeping, including landscaping, cleaning, and waste disposal.

- Respond to and clean up various unexpected spills, including liquids and other substances, in a safe and timely manner.
- **Health and Safety:**
 - Ensure compliance with health and safety regulations.
 - Conduct regular safety checks and address potential hazards.
 - Maintain accurate records related to maintenance and safety.
- **Security:**
 - Monitor and maintain school security systems.
 - Respond to security incidents as needed. Call outs will be remunerated at a minimum of 2 hours per incident.
 - Burglaries/police reports and insurance claims working with Finance Manager
- **Vehicles**
 - Ensure the school vans and trailer are all registered, warranted, cleaned, well maintained and current with road user charges.
 - Ensure they are stored as per procedures.
- **Contractor Liaison:**
 - Work with external contractors for specialised maintenance and repairs in conjunction with the Elim Property Hub
- **General Duties:**
 - Manage and maintain school equipment and plant.
 - Assist with school events and activities.
 - Maintain a clean and organized work environment.
 - Basic building operations and specific cleaning tasks.
- **Team Contribution:**
 - Work cooperatively with staff and contribute to a positive school environment.
 - Regular meetings with the principal to discuss property, cleaning, health and safety, and security matters.

Required Skills and Qualifications:

- Proven experience in general maintenance and handy work.
- Excellent handyman skills.
- Strong problem-solving and troubleshooting abilities.
- Ability to work independently and prioritize tasks.
- Excellent communication and interpersonal skills.
- Knowledge of health and safety procedures.
- Ability to relate well with people of all ages.
- Demonstrated reliability and trustworthiness.
- Physical fitness to perform required tasks (lifting, climbing, etc.).
- Basic computer literacy is required. Familiarity with Google Workspace (Gmail, Google Calendar, Google Docs, etc.) is preferred.
- Full, valid driver's license.
- Ability to pass police vetting.
- Rights to work in New Zealand.

Benefits:

- Competitive salary.
- Friendly and supportive work environment.
- Opportunities for professional development.

- Sick leave and holiday entitlement as per the collective agreement. (Holiday leave to be taken during school holiday, dependent upon property work that may need to be completed)

Confidentiality

All sensitive matters discussed or documented which relate to any student, staff member, board of trustee member and parent/caregivers must remain strictly confidential.

Review

The Property Manager will be appraised annually. This process should address workload, growth issues, training and quality of workmanship.

Termination

Termination of their commitment to this agreement by either party must be by way of 4 weeks notice.

Agreement

Elim Christian College and the contractor agree to always ensure a professional and courteous relationship, minimal disruption, and the adding of value by constructive recommendations.

Name: _____ Signature: _____

Principal Elim Christian College

Name: _____ Signature: _____

Caretaker

Date: _____

caretakers keep places such as schools, apartment blocks and public buildings clean, safe and in good order.

Caretakers may do some or all of the following:

- maintain grounds, facilities and gardens
- clean buildings and dispose of rubbish
- operate boilers and furnaces used for heating
- make minor repairs and organise contractors for major repairs
- oversee security.

Physical Requirements

Caretakers need to be reasonably fit as some jobs may involve lifting heavy objects, bending or climbing.

Useful Experience

Useful experience for caretakers includes:

- work in the trades, especially carpentry
- manual labour
- cleaning or maintenance work
- experience working with children or teenagers (for caretakers in schools).

Personal Qualities

Caretakers need to:

- be self-directed and able to work unsupervised
- have good time management skills
- be good at problem solving
- like working outside
- be reliable.

Caretakers who work at schools must be able to relate well to children.

Skills

Caretakers need to have knowledge of:

- how to use and maintain tools and equipment
- basic repair skills
- how to look after plants and lawns
- what to do in emergencies
- alarms and security systems.

Those who manage larger facilities may need to have basic computing and administrative skills.

Conditions

Caretakers:

- may work full time or part time, and may need to work evenings and weekends or be on call
- work at locations such as schools, apartment buildings, sports grounds and commercial properties
- work indoors and outdoors in most weather conditions.