



Otamatea High School

Te Kura Tuarua o Otamatea

Job Description

Caretaker's Assistant

2017

POSITION: Caretakers Assistant

RESPONSIBLE TO: Property Maintenance Manager

FUNCTIONAL RELATIONSHIPS WITH: Grounds Person
Staff

PRIMARY OBJECTIVES:

As a Caretakers Assistant of this school you are required to meet the following objectives

- To act in a professional manner at all times.
- To regard all matters relating to students, staff and the school as confidential.
- To assist in the care of the grounds and buildings to ensure an attractive school environment at all times.
- To complete all appointed tasks in a timely manner.

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KEY TASKS:

EXPECTED OUTCOMES:

Assist the Grounds Person in the maintenance of the school grounds and in co-operation with the Property Maintenance Manager

Lawns and fields to be maintained to a suitable standard

School perimeter, edges and pavers to be weed sprayed (Dependent on qualification held)

Pathways to be kept clear of wood chips and leaf litter

Garden areas to be maintained

Assist in the construction of landscape features or items designed to improve the overall appearance of the school

Maintenance of equipment

All equipment to be cleaned after use and inspected for any damage or faults

Where applicable tyre pressures to be regularly checked

Assist the Property Maintenance Manager in the maintenance of the school buildings and surrounding areas

Cleaning of all walkways and covered areas

Exterior of buildings to be maintained clean and clear of graffiti

Property maintenance and repairs to fixtures & fittings to be undertaken that are within the Assistants available skill set

Clearing and unblocking of spouting

Collection and disposal of large items from classrooms and resource areas

Swimming Pool

Pool and surrounding area to be kept clean and tidy. However, not to include water testing or the application of pool chemicals unless qualified to do so

Other duties

Repair sports equipment where possible

Line of reporting

To report any concerns to the Property Maintenance Manager or Grounds Person

HOURS OF WORK:

8 hours per week. One day a week with a 30 minute lunch break and 10 minutes for morning tea.

CONFIDENTIALITY:

It is essential to understand that any dissemination of information to the public that is confidential to the school may lead to dismissal from employment at the school.

Signed: Caretakers Assistant Name

Principal

Date