



Mission statement: A community of confident, connected, actively involved, lifelong learners

JOB DESCRIPTION CARETAKER / GROUNDS PERSON

Responsible to: Principal
Executive Officer

Key Relationships: Deputy Principals
Teachers
Support staff
Students

Employment conditions:

Salary and conditions of employment are governed by the provisions of the School Caretakers and Cleaners (including canteen workers) collective agreement.

Overview

The caretaker shall take all reasonable steps to maintain, protect or restore the school property. **Key Tasks:**

Repairs & Maintenance

- Attend to all general maintenance and minor repairs when such work can be done without the requirements of a registered or qualified contractor .e.g. changing door hardware, building compost bins, garden edging, painting touch-ups etc
- Liaise with and coordinate contractors as required
- Maintain areas requiring touch-up painting, e.g. seats, radiators, etc.
- Removal of graffiti
- 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

Grounds

- Maintain the grounds; this includes mowing, edges and weeding around trees and fences, and maintaining the school gardens.
- Monitor and maintain all ground equipment to a safe and reasonable standard.

- Cleaning of pathways to remove litter and leaves.
- Weed spray grounds and around equipment as required.
- Water blasting of buildings & paths regularly.
- Attend regularly to the cleaning of storm water drains, water tables and gutters.

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.

Cleaning

- Attend to all minor and incidental cleaning requirements.
- Remove any graffiti immediately
- Liaise with cleaners, as required.
- Ensure exterior windows, walls and under the eaves are cleaned regularly.
- Liaise with contractors for rubbish & recycling bins, as appropriate.
- Urgent cleaning as required e.g. accidents

Health & Safety

- Be responsible for maintaining a high standard of personal safety at work, including use of approved safety gear.
- 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, e.g. fire equipment etc.
- Replenish toilet and sanitizer supplies during the day as required.
- Keep all hazardous substances in the designated facility.
- Attend to heating systems. Keep all equipment in a safe and tidy condition and ensure that no fire hazards exist. Maintain & check the systems daily
- Maintain the school building & property maintenance compliance manual, and complete required checks, including all equipment on the grounds.
- Comply with all requirements for checks including monthly and annual reports.

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

- Maintain an orderly tidy caretaker's shed and associated storerooms.

- Manage safe and secure storage of spare furniture & equipment in an organized, tidy, and accessible way.
- Perform any other reasonable duties as specified by the Principal and/ or Executive Office

Attributes:

Physically able to complete the tasks

Good sense of humour

Able to work independently

Strong work ethic

Broad range of handyman/trade skills

Team player

A commitment to supporting the School and the School Charter