



# Normanby School

3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

## Performance Management Agreement and Job Description Caretaker 2024

**BETWEEN: The Principal (on behalf of the Normanby School Board of Trustees)**

**AND:**

<b>Position Title</b>	Caretaker
<b>Reports To</b>	Principal
<b>Working Relationships</b>	<b>Internal:</b> Principal, Deputy Principal, Classroom Teachers, Support Staff, Students, Parents of Students <b>External:</b> Trades Staff and Contractors

### **Employment Status:**

Permanent Part Time –15 hours per week all year

### **Remuneration and Allowances:**

Refer to the *School Caretakers' and Cleaners' Collective Agreement*. G1 Caretaker.

Remuneration is set at of \$25.00 per hour as of January 2024.

### **Condition of Employment:**

All conditions of employment shall be as per the *School Caretakers' and Cleaners' Collective Agreement*.

### **Overview:**

The main purpose of this position is to keep our school environment in a safe and pristine condition. The goal is to have a school environment which is attractive, clean, hygienic, tidy and safe for everyone.

The Normanby School Board are your employers. The day to day supervision and management of the Caretaker is delegated to the Principal or in their absence, to the Deputy Principal. Your job description and work are the responsibility of the Principal.

The Caretaker is responsible for the safety and cleanliness of the grounds and buildings, the security of the school, attend to the school heating, and ensure the highest standard of maintenance of the school buildings and grounds. Maintenance and building work shall be

undertaken when such work can be done without the requirements of a registered or qualified tradesman.

The Caretaker shall ensure the highest standard of hygiene for the school. The Caretaker shall report all damage to school property to the Principal as soon as practical and on request will furnish a report to the Principal or Board. The Caretaker shall take all reasonable steps to protect or restore the school property. Graffiti will be removed as a priority.

The Caretaker is responsible for all grounds, gardens and lawns, all sheds and storage areas. The Caretaker will comply with the school expectations on environmental sustainability.

The Caretaker is expected to be on duty during school holiday breaks, with the only exception being absent on annual leave according to entitlement. Annual leave should be taken while the school is closed, unless otherwise discussed. Holiday leave should be taken in the year they fall in.

From time to time increased hours of work may be required. Payment of these hours will be over and above the set minimum hours stated. These hours will be recorded and signed on the timesheet provided by the Office Manager.

### **Person Specifications:**

Must be able to:

- Uphold the school's vision and values.
- Work unsupervised.
- Adhere to the school's Code of Conduct.
- Be reliable and flexible.
- Be hard working, with the ability to problem solve and use initiative.
- Model and promote warm, professional and positive relationships with staff, students, parents and the community.
- Interact effectively, empathetically and safely with all staff, students and parents.
- Abide by any statutory obligations.
- Be a positive role model for students in terms of words and actions.
- Ensure personal safety with pupils through an awareness of proximity to children in secluded areas and never be alone with children in such areas. This advice is given to all staff members.
- Advise the Principal immediately of any inappropriate behaviour by children in your presence.
- Maintain high safety standards that protect yourself and others from harm. Jobs that contain an element of danger to others should be carried out at times that remove this risk.
- Show loyalty to the school.
- Follow school procedures and policies.
- Ensure the safety and wellbeing of students and staff at all times.
- Be conscientious and self-motivated with good time management skills.
- Have a good sense of humour.
- Become part of the corporate life of a school.

- Apply oneself to a range of tasks expected when caring for a school site e.g. building maintenance including painting and repairs, ground maintenance including mowing lawns, gardening including tree trimming.
- Maintain all equipment, buildings and fittings to a high standard. This will require basic plumbing, carpentry, electrical and painting skills, but excludes any work for which a qualified person must legally undertake.
- Have shared responsibility with the school Principal for the school's security both during work and after hours and respond to callouts as required.
- Keep up-to-date records in the Ministry's Property Manual and other such documents which allow tracking of building conditions, budgets, stock inventories, seasonal jobs, timetables and maintenance, and provide regular reports to the Principal.
- Be considerate of classroom programmes in respect to noise levels.
- Be considerate of others and maintain open, honest lines of communication.
- Ensure that the Principal is aware of issues of significance.
- Plan and operate a maintenance programme that ensures quality upkeep of grounds, buildings, furniture, fittings and machinery.
- Ensure appropriate safety precautions/clothing are available and used. Liaise with the Principal for any purchase needs.

### **Daily Key Tasks and Routines:**

- On arrival, unlock all areas used on a daily basis.
- Empty all external rubbish bins and remove internal rubbish daily.
- All empty boxes are stored in the Box Room.
- Collect any abandoned clothing and deliver to the lost property area. If clothing is wet leave out to dry on staff deck area.
- Clear and sweep peripheral litter, accumulated dirt, leaves and debris from grounds and paved areas.
- Sweep all entranceways and doorways as necessary.
- Check and sweep parking areas and asphalt area in front of the staffroom outside doorways, sweep bark off concrete in the middle of the playground, outside Room 8, front concrete area when necessary.
- Visually check all buildings and equipment for damage or graffiti and action repair, if required.
- Ensure that the Principal is aware of any issues.
- Spray disinfectant daily on rubbish bins and drinking fountains.
- Check Maintenance / Caretaker Jobs List for incidental tasks and note completion date. (these jobs are to be prioritised in liaison with the Principal).
- Check all lights and appliances are off; doors, windows, gates and outbuildings are all locked and secure on leaving.
- Ensure that the school is locked and alarmed prior to your departure depending on your hours. Should staff be on site, ensure they know you have left for the day.
- Other duties as specified by the principal. There will be projects and jobs that may take precedence over other matters at the discretion of the Principal.

### **Weekly Tasks**

- Clean bins when required

- Check spouting, guttering and drains to ensure they are kept clear.
- Check security lights are working and replace bulbs if necessary; adjust timing clocks, as necessary.
- Manage rubbish bins and Skip bin.
- Sweep or hose concrete areas around buildings.
- Attend to minor maintenance such as leaking taps, window catches, door locks, desks, furniture, broken windows, light bulb replacement.
- Log damage and repairs for Principal.
- Rake and respread bark under playground equipment and in gardens.
- Remove cobwebs, etc. from security monitors, exterior walls and doors.
- Mow all grassed areas contract mower is unable to reach and trim edges (including swimming pool area). Clippings go into big Skip bin.
- Keep gardens watered, weed free and tidy.
- Keep sheds, storage equipment and areas well maintained.
- Maintain all equipment to a high standard and label "Normanby School".
- Order caretaking consumables as required.

### **Periodic Tasks:**

- Develop grounds and gardens as may be required from time to time.
- Maintain hedges, prune trees and shrubs as required.
- Wash down exterior windows as needed. (i.e during every school holiday break)
- Check playground equipment - ropes, D shackles, bolts, bark edgings etc. Report any defects and get permission to repair them.
- Check list as set out in School Buildings Manual and once completed inform the Principal so they can complete the Argest compliance requirements.
- Disinfect sandpit regularly
- Carry out a programme of general maintenance. Items on this program will be outlined in discussion with the Principal. Some programmes may need to be given priority over others. E.g. checking the playground for loose bolts etc. and dangerous protrusions.
- Respond to emergency and security issues, both during and outside of normal working hours, as may be required. The school contracts a security company to provide security monitoring.
- Deal with any pests (trapping or baiting).
- Help with setting up facilities for sporting events, art displays and making stage props etc. where required and as time allows.
- Carry out the school cleaning when the cleaner is sick or on leave, as well as cleaning up spills of substances, e.g. vomit, excreta etc. if and when necessary. Such cleaning is regarded as 'Dirty Work' and an allowance is payable.
- Liaise with contractors that may be working on the school grounds and ensure that safe practice is being observed, contractors are provided reasonable support and access and projects carried out as agreed.
- Complete any painting projects, small building projects, general woodworking, plumbing and roofing maintenance as requested and discussed with the Principal.
- Attend meetings from time to time as required to facilitate information gathering, sharing and training.
- Regularly monitor and repaint court and field markings.

- 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 authorised order form.
- To perform any other reasonable duties as specified by the Board and the school Principal
- Maintain all caretaking equipment to a high standard and ensure safe custody.
- Maintain an orderly tidy caretaker's shed and associated storerooms.
- Manage safe and secure storage of spare furniture in an organised, tidy and accessible way.
- Oversee PD workers when in school if necessary.
- Painting, building, repair jobs as required and outlined by the Principal.
- Maintain areas that are susceptible to moss.
- Clean filters on air conditioning units and change the drinking water filter in the staffroom annually.
- Reporting to the Principal of any unsafe areas, or areas requiring professional expertise.
- Shift classroom furniture as teachers require.

### **Holiday Tasks:**

- Check all equipment is safe and well maintained.
- Check roof areas for moss after winter, arrange for contractors to clean and spray if necessary.
- Weed control all edges, fence lines, concrete areas, buildings and around gardens and specimen trees as appropriate. Spraying must not be carried out while the school is open to the children.
- Organise, oversee and engage in the school holiday deep cleaning tasks.
- Wash down of all school buildings twice a year in the January and July holidays.
- Any general school maintenance that is unable to be done while school is in progress. e.g. painting and repair jobs as required and outlined by the Principal.
- Clear out all spouting and gutters in the April Holidays and as required at other times of the year.

### **Annual Schedule of Work:**

#### ***Floors***

- Carpeted floors will be flea treated and steam cleaned once per year. The caretaker will support the contractors in this process. (December/January – after school finishes)

#### ***Maintenance and Security Checks***

- These should be carried out according to Ministry requirements. Refer to the Building Maintenance folder. Check utility meters and alert to any abnormal usage.
- Arrange for Obertech to carry out smoke and security alarm testing – 6 and 12 monthly testing.

#### ***Storm Water System and Drains***

- Once a term, lift all trap covers and remove debris as required. Keep all open drains free of debris.

#### ***Weed Control***

- Arrange for the field to be sprayed. (Sept or Oct)

#### ***Equipment Care, Repair and Maintenance***

- Run maintenance checks, oil and grease all machinery and tools used and ensure the completion of appropriate checks and monitoring is carried out to meet current legislation.

#### ***Electrical Safety Checks***

- Carry out electrical safety checks and ensure all electrical items on site are tested in timely fashion and maintain accurate records of this process. Training will be provided in the operation of the schools electrical testing device.

#### ***Asset Register***

- Annual stocktake and update inventory of all equipment and tools at the end of each school year. A copy to the Principal for a digital file.

#### ***Painting***

- Annual marking of netball, hopscotch, hard court activities, rugby field, athletic track etc.
- Mark out Hockey and Soccer fields in March
- Mark out Athletics Track in September or October.

### **Records:**

#### ***Budget Tracking:***

- All orders should be processed through the Principal and / or Office Manager, who will hold the records. Budget tracking will be kept by the Office Manager and Principal.
- When items arrive, you will check that the order is correct and advise the Office Manager of this.
- Should there be a need to exceed the budget, any additional spending must be pre-approved by the Principal.

#### ***Future Purchasing:***

- A list of future suggested purchases and approximate costs should be developed and discussed with the Principal by October each year, to allow for effective future budgeting.

#### ***Safety Checks:***

- A Safety Register is contained in the school and should be completed and signed as required. The Principal should be notified of any areas of non-compliance.
- Carry out daily, weekly and monthly building safety checks and complete records and maintenance as required and give the Principal any relevant notification documents.

### **Communication:**

- Attend a weekly meeting with the Principal to discuss key tasks and priorities.
- Action promptly those matters which concern you.
- Check the Staffroom Whiteboard and Weekly Memo for 'items of note'.
- Keep the Principal informed of matters of significance.

### **Training & Development:**

- As the role involves interaction with children, your role is integral to their wellbeing and you will need to engage with any necessary staff professional learning regarding behaviour management.
- You will be required to participate in courses and training programmes as appropriate. e.g. Electrical Appliance testing.

- You are expected to be proactive in identifying training needs that will support the successful completion of your tasks.

**Health and Safety:**

- It is a requirement that protective equipment and clothing must be used or worn (the school will provide these) when using machinery, power tools, and when conducting weed spraying.
- All required safety checks must be made and hazard checks carried out according to the school schedule.
- Any defects in equipment or potential hazards must be reported immediately.
- Participate in regular emergency drills.
- Complete electrical safety testing as required.
- Be aware of the requirements of the Health and Safety at Work Act 2015.
- Comply with all board policies, relevant legislation, and Health and Safety requirements.

**Confidentiality:**

I agree during the period of my employment or at any time thereafter, not to disclose to any unauthorised person confidential school information. I further agree not to make use of any information, process, papers, or documents to which I may have access during the period of my employment or at any time thereafter, except on behalf of the school and with the approval of the Principal.

**Declaration:**

I, \_\_\_\_\_ hereby declare that I have read and understand the conditions of employment detailed herein and accept them fully.

I further declare I have read the Job Description relative to this position and the general conditions of employment relating to staff and accept them. I accept that the job description may change from time to time.

The term of the agreement shall be for the 2024 year, at the end of which time the agreement will either be “rolled over” or amended to take into account new tasks / and or objectives as agreed by the Principal.

**The Performance Agreement was made between:**

**Name:** Jude Sklenars (Acting School Principal)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** (Caretaker)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Period January 2024 to December 2024.**

<b>Approved by:</b>	<i>Normanby School Board of Trustees</i>
<b>Date approved:</b>	<i>Monday 22 January 2024</i>
<b>Reviewed:</b>	<i>Monday 20 January 2025</i>
<b>Appointee:</b>	
<b>Date appointed:</b>	