

Rangiora High School

Te Kura Tuarua o Rangiora



"Each and every learner will thrive in a centre of learning excellence."

Head Caretaker

Role Description

Purpose of the role

The purpose of this role is to provide a well maintained school environment that promotes student wellbeing and engagement.

Role description

Tenure:	Permanent
Reporting to:	Business Manager
Directly Supervising:	Caretaking Staff Groundskeeping Staff
Remuneration:	School Caretakers, Cleaners and Canteen Staff Collective Agreement, in accordance with skills and experience

Role requirements

- To provide a well maintained school environment that promotes student wellbeing and engagement.
- To recruit, train and supervise caretaking, and grounds staff.
- To initiate and supervise property maintenance and property development work in accordance with decisions made by the Board and the Strategic Leadership Team.

Role functions

Focus Areas / Tasks	Outcomes
Objective: provide a well maintained school environment that promotes student wellbeing and engagement	
<ul style="list-style-type: none">• Maintenance:<ul style="list-style-type: none">○ Overseeing the general tidiness and routine maintenance of grounds and buildings.○ Undertake and/or manage minor building and equipment maintenance work throughout the school.	<ul style="list-style-type: none">• Grounds and buildings are well maintained and provide an environment that students and staff enjoy.

We create inclusive, equitable and relevant learning opportunities with clear pathways. We empower deeply engaged and connected lifelong learners. We contribute positively to our community.

<ul style="list-style-type: none"> ○ Manage equipment and furniture maintenance, and relocations. ○ Liaise with necessary external contractors when required. 	
<ul style="list-style-type: none"> ● Heating and Cooling systems: <ul style="list-style-type: none"> ○ Oversight of building management systems, and heating and cooling systems. ○ Manage the ordering of fuel and consumables when needed and arrange routine and unscheduled maintenance of the heating and cooling systems. 	<ul style="list-style-type: none"> ● Classrooms and ancillary spaces are heated and cooled to an acceptable standard during operating hours in accordance with seasonal conditions to ensure quality learning can take place.
<ul style="list-style-type: none"> ● Security and Fire Protection: <ul style="list-style-type: none"> ○ Oversight of security and fire protection systems. ○ Ensuring the unlock and lockup of the school as required for school operations. ○ Attending to security and fire alerts as required. 	<ul style="list-style-type: none"> ● Losses occurring as a result of compromised security are minimised.
<ul style="list-style-type: none"> ● Budget: <ul style="list-style-type: none"> ○ Manage the annual property maintenance plan and budget. 	<ul style="list-style-type: none"> ● Financial outcomes are within short and long term budgets to help ensure the school's financial management goals are achieved.
Objective: Recruit, train and supervise caretaking, cleaning and grounds staff	
<ul style="list-style-type: none"> ● Manage the performance of caretaking, grounds staff in accordance with the school's HR policies and practices. ● Train caretakers, cleaners and groundskeeping staff as required. 	<ul style="list-style-type: none"> ● Staff are engaged, effective and performance issues are resolved. ● Staff have the skills and training to allow them to perform to a high standard.
<ul style="list-style-type: none"> ● Work with other staff as needed to ensure equipment is maintained and to attend to repair of building fixtures and fittings identified. 	<ul style="list-style-type: none"> ● All staff work collaboratively to identify and rectify issues.
<ul style="list-style-type: none"> ● Undertake health and safety training as required and ensure compliance with school health and safety procedures at all times. 	<ul style="list-style-type: none"> ● Actual and potential hazards are identified, prioritised and remedied as appropriate.
Supervise property maintenance activities in accordance with the annual plan.	
<ul style="list-style-type: none"> ● Organise and operate a maintenance notification system for use by all staff. 	<ul style="list-style-type: none"> ● Staff requests for assistance are prioritised and attended to appropriately, so that student learning is not compromised.
<ul style="list-style-type: none"> ● Ensure all property, vehicle and equipment maintenance and BWOFF tasks are identified, scheduled, prioritised and attended to appropriately. 	<ul style="list-style-type: none"> ● The availability for school use of vehicles, property and equipment is optimised.

<ul style="list-style-type: none"> • Monitor delegated budget lines for property maintenance expenditure. 	<ul style="list-style-type: none"> • Budgets are fully expended and over spending does not occur without appropriate delegated authority.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	