



TE KURA TAKIWA O MANGAKAHIA

MANGAKAHIA AREA SCHOOL

1480 Mangakahia Road, Titoki, Whangarei, 0172
www.mangakahia.school.nz

Email: admin@mangakahia.school.nz
Phone: 09 4331702

CARETAKER JOB DESCRIPTION

RESPONSIBLE TO: Principal

**FUNCTIONAL
RELATIONSHIP:** Senior leadership team
Teachers
Support staff
Students
Community

PRIMARY OBJECTIVES: To ensure that the school buildings, grounds and pools are maintained to a high standard.

DAYS AND HOURS OF WORK: 8.00am - 4.30pm, 5 days a week. Term time only with additional hours worked through holiday periods on a timesheet basis, as required. Actual additional hours must be approved by the principal in advance.

TASKS	OUTCOMES
Maintenance of all school buildings	<ul style="list-style-type: none"> - Ensuring that all school buildings are well maintained to a high standard - All regular checks are performed as per the school's schedule (daily, weekly, monthly, and as required checks)
Up keep of schools grounds	<ul style="list-style-type: none"> - Grounds, gardens and walkways are kept in an attractive condition - Liaison with the Senior Leadership Team and PE staff to ensure that schools events and PE lessons are able to occur - Management of rubbish and recycling
Pool maintenance	<ul style="list-style-type: none"> - Upkeep of the swimming pool and surrounds so that the swimming season is as long as possible - Develop and follow an all year round pool maintenance programme
Health and safety	<ul style="list-style-type: none"> - Building Warrant of Fitness is checked, and maintained. - Ensure that all relevant health and safety measures are adhered to in line with the Health and safety at Work Act, 2015
Liaison with external contractors	<ul style="list-style-type: none"> - Point of contact for external contractors in relation to property and maintenance related matters
Equipment and resources	<ul style="list-style-type: none"> - Ensuring that all equipment and resources are maintained, and repair as necessary
Communication	<ul style="list-style-type: none"> - Develop and maintain good systems for communicating with relevant stakeholders - Respond to requests in maintenance requests in a timely manner - Keep staff informed of any maintenance and health and safety matters that affect them

DECLARATION

Approved by:	<i>Rachel Clothier-Simmonds</i>
Date approved:	<i>27.06.24</i>
Reviewed:	
Appointee:	
Start date:	

