
School Caretaker - Job Description 2022

Role Specific and Technical Requirements

Demonstrable Knowledge/Experience

- A methodical worker who pays attention to detail
- Experience supervising other workers
- Experience in building maintenance and cleaning
- Knowledge of cleaning products and storage of products

Job Purpose

The primary purpose of this position is to support the school through the delivery of quality service. The incumbent is required to ensure the school environment is well maintained. The incumbent will undertake a preventative maintenance schedule for the school.

Core Competencies of Staff

Participating and contributing – demonstrating the ability to respond and to make connections to others

- Always supports and models the school's values
- Displays integrity and takes responsibility for own actions
- Understands the concept of work/life balance
- Identifies and participates in learning opportunities as appropriate for personal development
- Accepts and manages personal responses to change in a positive manner
- Works as a self-directed worker
- Maintains collegial relationships with school staff.

Thinking and Communicating - Using creative, critical, metacognitive, and reflective processes to make sense of and question information, experiences, and ideas.

Verbal

- Conveys information clearly, logically, and accurately
- Assertive about compliance
- Listens and asks questions to maximise understanding
- Actively listens to what others have to say
- Uses relevant verbal and non-verbal clues to check for understanding.

Written

- Writes in an appropriate manner so material is easily understood
- Written work is accurate

Problem Solving

- Collects data relevant to the issue
- Completes analysis of data
- Consults/seek assistance when necessary
- Keeps appropriate people informed during the decision-making process.

Managing Self – Being responsible for the delivery of the work requirements and maintaining ethical standards.

- Accepts ownership for delivering to commitments

- Uses time productively
- Has a 'can do' attitude
- Establishes systems methods for organising resources
- Plans and organises tasks on a day-to-day basis to achieve results
- Checks for agreement and approval before acting and seeks assistance when required
- Is aware of the effects their words and attitudes have on others
- Maintains own well-being.

Relating to Others – *achieves objectives through working as part of a team, freely sharing knowledge and using others strengths.*

- Actively builds positive and productive working relationships
- Is approachable, open, non-defensive and transparent in dealings with others
- Shares relevant knowledge with others
- Accepts constructive criticism and learns from it
- Shares credit with others.

Caretaker Position Performance Criteria -

Key Tasks	➤ Performance Indicators
School maintenance	➤ Required building maintenance is completed
	➤ Regular monthly checks on building maintenance are completed
	➤ Building compliance issues are identified, and principal consulted
	➤ Matters that require a tradesperson are identified and reported to the principal
	➤ Trades persons are briefed on what is required
	➤ Minor maintenance matters are attended to
	➤ Inspections are carried out for water damage
	➤ Prepare the preventative maintenance schedule annually
	➤ Test and tag all electrical equipment as per schedule
Cleaning	➤ Ensure the school is clean
	➤ Supervise the cleaners
	➤ Undertake cleaning to ensure the outside of the buildings are kept clean and tidy
	➤ Undertake performance appraisal of cleaners in consultation with the principal
	➤ Clean heat pump filters in term holidays and organise servicing by a contractor annually.
	➤ Outside windows to be cleaned each term holidays. Organise a contractor to clean inside and out annually.
Purchasing	➤ Purchasing consumables as required

	➤ Monitoring expenditure against budget and reporting on variances
School Security	➤ Lock and unlock the school as required
	➤ Set the alarm
	➤ Maintain key register with office
	➤ Ensure school is secure
	➤ Organise security company to deal with any recognised issues
	➤ Make sure alarm system is compliant
	➤ The fences and gates are checked and secured and are in good working order
	➤ Outside lighting is monitored.
	➤ Emergency call out details are displayed in the school and are up to date
Gardening and Grounds	➤ Maintain the gardens by weeding, mulching and seasonal plantings
	➤ Establish new plantings as and when required
	➤ Prune trees and shrubs as required or organise a contractor when necessary
	➤ Prune roses
	➤ Trim edges including scooter and bike track
	➤ Mow lawns excluding playing fields, but including edges of field
	➤ Organise contractor to mow playing fields where and when required
	➤ Ensure all grass areas, gardens and sports fields are watered regularly
	➤ Spray as required around grounds and walkway to Ellesmere Place
	➤ Maintain markings on hard surfaces and sports areas
	➤ Inside of spouting is cleaned annually
	➤ Morning inspection of pathways and leaf blowing
Repairs	➤ School furniture is repaired
	➤ Any exterior board affected by wood rot is replaced
	➤ Minor painting is attended to
	➤ Doors are checked and maintained
	➤ Spouting is cleared annually
Swimming Pool	➤ Swimming pool is maintained and painted when necessary
	➤ Water safety testing is completed as required and recorded
	➤ Pool chemicals are handled with protective equipment
	➤ Pool chemicals are stored correctly

	➤ The pool fence and gate are checked
Equipment	➤ Equipment is sorted appropriately and secured
	➤ Equipment is cleaned and maintained
	➤ A register of tools is kept
	➤ No unauthorised borrowing of school equipment is permitted
Reporting	➤ Monthly reports to ARGEST and Board to be completed
	➤ Monthly site inspection with Principal to prioritise work and agreed time of completion.
	➤ Report any broken equipment or furniture, leaks, and hazards to the principal.
Contractors	➤ Monitor contractors' compliance with health and safety
	➤ Aid contractors in consultation with the principal
Sustainability	➤ Garden waste is composted where possible
	➤ Materials are disposed of safely
	➤ Power usage is monitored, and savings made where possible
	➤ Choices of cleaning products includes consideration of their biodegradable status
Health and Safety	➤ Appropriate safety equipment is worn or used as directed
	➤ The environment is always monitored for safe operating practices
	➤ All hazards are reported and recorded in Hazard book
	➤ Hazards are eliminated or minimised as appropriate
	➤ Emergency procedures are regularly reviewed and the requirements to take individual action are clear and accepted.
Other	➤ Assist teachers as required