

**BEACHLANDS SCHOOL**



**Caretaker - Full Time  
Job Description 2022**

**PURPOSE**

**ACCOUNTABILITY**

**EXTENT OF AUTHORITY**

**WORKING RELATIONSHIPS**

**STATEMENT OF RESPONSIBILITIES**

Signed: ..... (Employee)

Date: .....

Signed: ..... (Employer)

Date: .....

**STAFF MEMBER:****KEY PERFORMANCE AREA:** Caretaking**REMUNERATION:****HOURS OF WORK**

Hours of work are 7.00am till 3.30pm, Monday to Friday, for no more than 8 hours per day (excluding a half hour unpaid lunch break). Morning and afternoon tea breaks are 10 minutes each.

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**EMPLOYMENT CONTRACT**

Collective or Individual Employment Agreement (School Caretakers, Cleaners and Canteen Staff Collective Agreement)

**PURPOSE**

The purpose of this Caretaker position is to ensure the safety and cleanliness of the school grounds and buildings, the security of the school, and the highest standard of maintenance of the school buildings and grounds while ensuring the ongoing health and safety of all staff, students and visitors to the school site.

**ACCOUNTABILITY**

You are directly responsible to Shannon Bremner, Executive Officer

All Teachers and Support Staff are accountable to the Principal, who is in turn accountable to the Board of Trustees for the performance of all staff.

**EXTENT OF AUTHORITY**

Support Staff operate within legal requirements, the school's charter and policies.

**WORKING RELATIONSHIPS**

- To have a positive and functional relationship with principal, students, staff, parents and caregivers, education and other agencies, Board Members, other schools and community members and groups.
- Work as a member of a staff team where support is provided, group decision making is encouraged, and effective communication exists.
- Help to promote the interests and image of the school.
- Work closely with the EFS team to assist with and drive school environmental initiatives and awareness.

## **STATEMENT OF RESPONSIBILITIES**

- The Caretaker is responsible for the safety and cleanliness of the grounds and buildings, the security of the school, and ensuring the highest standard of maintenance of the school buildings and grounds. Minor maintenance 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 review and maintain the Health and Safety Register on behalf of the Health and Safety Committee.
- The Caretaker shall take all reasonable steps to protect or restore the school property.
- Graffiti will be removed as a priority.
- The Caretaker will comply with and drive awareness of school expectations on recycling and environmental sustainability.
- The day to day supervision of the Caretaker shall be delegated to the Executive Officer or in her absence, to the Principal.

## **HEALTH & SAFETY REQUIREMENTS OF THE CARETAKING ROLE**

- It is a requirement that protective equipment and clothing must be used/worn when using machinery and power tools. 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 resolved immediately.
- Complete all required Health and Safety courses as required by the school, be a member of the Health and Safety Committee and review and maintain the Health and Safety Register on behalf of the Committee.

## **CONDITIONS OF EMPLOYMENT**

- As per the current School Caretakers' and Cleaners' Collective Agreement.

## **CARETAKER DUTIES**

### **SECURITY**

- Assist with the security of the buildings and grounds. Be available for emergency after hour call outs as required. Monitor security lighting and adjust timing clocks, as necessary.

## **CLEANING**

- Attend to all minor and incidental cleaning requirements.
- Check on a regular basis that the cleaning duties have been carried out.
- Remove any graffiti immediately
- Advise Executive Officer of any cleaning issues relating to the cleaning contractor.
- Ensure student toilets are responded to for any toilet and hygiene issues and clean if necessary.
- Ensure exterior windows, walls and under the eaves are cleaned regularly.

## **REPAIRS & MAINTENANCE**

- Attend to all general maintenance and minor repairs not required to be undertaken by a tradesperson.
- 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.
- During school holidays maintain areas requiring touch-up painting, e.g. seats, pipe barriers etc.

## **GROUNDS MAINTENANCE**

- Assist with maintaining the grounds to a high standard of neatness and tidiness.
- Arrange for playground bark areas to be raked weekly.
- Monitor and maintain all playground equipment to a safe and reasonable standard.
- Twice weekly cleaning of blue cover areas to remove debris and leaves.
- Attend to the cleaning of storm water drains and gutters as required or during the holiday periods.

## **BUILDING MAINTENANCE**

- Replenish toilet supplies daily.
- Replenish coffee machine daily.

- Attend to air conditioning systems as required and arrange for servicing during the holidays.
- Attend to all other reasonable building duties issues as required

## **HEALTH AND SAFETY**

- Keep all hazardous substances in a designated storage facility.
- Be responsible for maintaining a high standard of personal safety at work, including use of approved safety gear.
- Use appropriate signage when conducting cleaning in toilets.
- Maintain the School Building & Property maintenance compliance manual, and complete required checks, record any required Building and Playground checks, Regular Inspections, Maintenance and Reporting Procedures, School Building Reports as required and participate in Emergency Drills.
- Liaise with external contractors, complying with all Health & Safety regulations
- Arrange electrical testing to be carried out with external contractor as per regulations.
- Meet with external contractors when on site for inspections, eg fire equipment
- Argest monthly inspection compliance
- Comply with all requirements for checks including monthly and annual reports.
- Keep all equipment in a safe and tidy condition and ensure that no fire hazards exist.
- Maintain the equipment according to the manufacturer's instruction.
- Be aware of the requirements of the Health and Safety at Work Act.

## **WASTE REMOVAL**

- Sorting and maintaining the paper recycling and rubbish bins and ensure safe and hygienic disposal.
- Organise skip bins for excess rubbish, as required.
- Place bins on the roadside on appropriate days.

## **SUPPLIES**

- Assist in the deliveries of equipment, materials, etc to the school.

- Keep supplies of light bulbs, toilet rolls, soap, hand towels, nails, screws and other basic items, and replenish as necessary.
- Order all necessary caretaking supplies within the prescribed budget using an authorised purchase order form.

### **GENERAL**

- Participate in Friday morning staff meeting.
- 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.