

Position Title	<i>Caretaker</i>
Reports to	<i>Paolo Boggi</i>
Working Relationships	External: contractors, members of the public. Internal: staff and students

Purpose of the position

To provide a safe, well-presented and functional environment for staff, students, whānau and community at all times being in accordance with our four uara - four principles to enact our vision and values.

Key Responsibilities	Appraisal Indicators
Compliance BWOF and understanding of checks on equipment. Covering in absence of other team members.	BWOF up to date, gas checks, fire extinguishers etc all up to compliance.
Deal with external contractors.	Contractors are met and know where they are going and what is needed of them and signed in when on site.
Take instructions from Property Manager in regard to distribution of tasks and ensuring the daily/weekly and term rosters are completed. This includes but is not limited to school grounds/vehicles, drains and stormwater sumps, repairs, graffiti removal, set up of furniture for events as needed.	School grounds are maintained to a presentable standard at all times. Sports field are ready for use. School vehicles are up to date with WOF and registration. Clean drinking fountains for students
Maintenance and repairs, grounds and general site operations. Having the ability to repair items around the site.	

General Responsibilities: Uses knowledge to provide multi-faceted service while working with substantial independence on a daily basis. Be proactive in identifying and resolving problems that may be complex or unusual with the ability to escalate as required. At all times liaising with staff as appropriate for resolution of best outcomes.

Declaration: I have read the preceding and agree that I understand the role and responsibilities.

I have no knowledge of any health issues/injuries that would interfere with or preclude my ability to perform the role.

Signed: _____

Approved by:	<i>Tumuaki</i>
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	