

Property Manager / Caretaker

East Otago High School



Permanent, Full-Time (40 hours per week)

East Otago High School is seeking a versatile, highly organised, and reliable **Property Manager / Caretaker** to oversee the maintenance, security, and smooth daily operation of our school grounds and buildings.

Key Responsibilities Include:

- **Maintenance & Grounds:** Handle minor repairs, building upkeep, heating, and grounds care.
- **Health, Safety & Compliance:** Identify hazards, manage security/fire systems, and ensure legal compliance.
- **Project & Budgeting:** Collaborate on long-term property plans, manage budgets, and coordinate tradespeople.
- **Security:** Manage daily lock-up/opening, keys, and holiday access.
- **People & Compliance Leadership:** Supervise cleaners and ensure external contractors meet Health & Safety standards.
- **Asset Care:** Overseeing the maintenance of school vehicles and conducting biannual inspections of school-owned houses.

What We Are Looking For:

- **Experience:** A proven track record in property maintenance, caretaking, or a relevant trade.
- **Time Management:** A proactive mindset with the ability to balance daily tasks and long-term projects.
- **Communication:** A friendly, approachable manner with staff, students, and visitors.
- **Resource Management:** Budget literacy and the ability to manage resources efficiently.
- **Compliance & Safety:** A clean, valid NZ Driver's License and a commitment to Health & Safety standards.

To Apply:

A detailed job description is available on request. Please send your CV, a cover letter, and the contact details of two referees to: Leanne McLeod, Office Manager office@eohs.school.nz

Applications close: 2 July 2026

Position commences as soon as mutually agreed. Please note, the successful applicant will be required to undergo a satisfactory Police vet as part of the safety checking process.

Please note that only candidates with current NZ work rights will be considered for this position.

Terms and conditions are in accordance with the *School Caretakers, Cleaners and Canteen Staff Collective Agreement 2025-2027*.