



Te Otu Mātua HRC Halswell Residential College

Position Description for the role of Caretaker

Reports to: Executive Officer

Responsible for: Maintaining the HRC grounds, equipment, and buildings.

PURPOSE OF POSITION

The caretaker reports to the executive officer and is a member of the Support Function for Te Otu Mātua HRC Halswell Residential College. The caretaker is responsible for maintaining the grounds, equipment, and buildings to the requirements of HRC.

POSITION VALUES

The role of caretaker is a key role within the Support Function of HRC, and it is expected that the caretaker maintains a high level of professionalism and integrity, display a positive attitude, and a whole-team focus.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Executive Officer
- The Support Function
- All HRC staff
- External maintenance contractors and tradesmen



KEY ACCOUNTABILITIES, RESPONSIBILITIES AND PERFORMANCE MEASURES

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
<p>Maintenance Maintenance of buildings, equipment and school grounds.</p>	<ul style="list-style-type: none"> • Together with the Executive Officer, plans the upcoming maintenance requirements and work to be undertaken for the grounds, buildings, and equipment of HRC. • Undertakes all grounds and gardens maintenance works in accordance with plans. It is expected that all garden beds are maintained each term. Attends to edges of grass areas on a cycle with spray and/or edge trimmer so these are kept tidy throughout the terms. • Keeps workshop area and workshop toilet clean and tidy, and all equipment in good working order and safely stored. • Ensures rubbish bins are emptied regularly and ensures rubbish is removed from the grounds daily. Ensures skip is emptied once per fortnight, or more often by arrangement. Co-ordinates recycling bin collection once per fortnight. • Attends to daily site walkaround as per BWOF requirements, noticing issues or areas that need attention. Prioritises work on a daily and weekly basis in conjunction with Executive Officer. • Monitors and restocks the bait stations for pest control around our site each month and completes compliance records of this. • Undertakes a monthly check as appropriate of all buildings, drains and equipment including emergency equipment, refrigerators, playground equipment to ensure safety, compliance with regulatory requirements, and fitness for purpose. • Undertakes minor repairs and maintenance on buildings, equipment and drains. Ensures that all drains, gully traps, road stumps, and all gutters and spouting is in good repair and clean. • With the approval of the Executive Officer, liaises with external specialists to arrange building, equipment, and drainage, repairs and maintenance. 	<ul style="list-style-type: none"> • All maintenance and repair work required on the buildings, equipment and grounds is undertaken in accordance with requirements in terms of timeliness and quality. • Ensures work orders are completed promptly and responded to. • Contacts external tradesmen or suppliers as required to complete appropriate works. • Seeks quotes following discussion with Executive Officer for proposed works or equipment.



- Supervises all repairs and maintenance work undertaken by external specialists to ensure quality workmanship. Where quality is substandard, immediately reports to the Executive Officer for resolution.
- Acts as supervisor for any tradesmen on site who HRC do not have a current police vet for. Liaises with Finance and Payroll Officer to encourage police vetting for regular tradesmen.
- Undertakes monthly checks of all school vehicles (excluding cleaning). Arranges full servicing of vehicles as recommended. Obtains approval from the Executive Officer before authorising any repairs to school vehicles.
- Responds to all raised hazard and maintenance requests from eTAP, responds to these via email to track actions taken, completion of tasks, and compliance.
- Monitors and maintains our robot mowers twice weekly, to ensure these are kept clean from grass buildup, blades are checked and rotated or changed when needed, and they are working as programmed.
- Sandhill area – continues a regular spraying, weed-eating, and mowing regime to keep on top of growth and allow natives to establish and thrive. Assists with additional planting out each year.
- Ensures the school swimming pool complex, filters, and accessories are kept clean and in good working order. Tests for appropriate level of chemical balancing as per manufacturers recommendations – twice per week during swimming terms. Maintains adequate pool records to meet our obligations. Cleans toilets and changeroom twice weekly during the swimming season (Terms 4 and 1 each year).
- Undertakes test and tag on all electrical equipment and maintains register to ensure ongoing compliance testing is performed proactively as appropriate.
- Helps in the kitchen and laundry when required with heavy tasks. Assists in polishing the gym floor over holiday breaks.
- Assists with 'spring cleaning' over the holiday break periods – which may include high dusting of light fittings and beams, cleaning the filters on heat pumps, attending to turning off or turning on the heating systems in the day school and ngā whare.



<p>Work Experience Provides Caretaker work experience for students as arranged by the Associate Principal Day School.</p>	<ul style="list-style-type: none"> • Undertakes work experiences placements with appropriate students in consultation with the Associate Principal Day School and with the knowledge of the Executive Officer. • Evaluates the performance of each student during their work experience programme. • Reports to the Work Experience Coordinator on each student. • Reports immediately to the Associate Principal Day School and the Executive Officer if an incident of inappropriate or unsafe behaviour occurs. 	<ul style="list-style-type: none"> • Students achieve work experience objectives. • No unresolved complaints received from the Work Experience Coordinator, students, family or whanau in respect of the Caretaker Work Experience.
<p>Compliance Complies with all statutory and HRC policy and procedural requirements.</p>	<ul style="list-style-type: none"> • Maintains an up-to-date understanding of all HRC policies and procedures including but not limited to: <ul style="list-style-type: none"> ○ the HRC Policy and Procedure Manual. ○ the HRC Staff Code of Conduct. ○ the HRC Health and Safety Manual. ○ the HRC Philosophy of Care. ○ the HRC Behaviour Support Procedures. • Complies with all HRC policies and procedures at all times. • Is able to prepare comprehensive and accurate pastoral notes in accordance with HRC guidelines in eTAP. 	<ul style="list-style-type: none"> • No regulatory, procedural or policy breaches.
<p>Health and Safety practices Complies with all health and safety policies and procedures.</p>	<ul style="list-style-type: none"> • Maintains an up-to-date understanding of the HRC Health and Safety policies and procedures. • Complies with HRC Health and Safety policies and procedures without exception. • Reports immediately to the Executive Officer where the Health and Safety of students or staff has been put at risk; or if there is a breach of Health and Safety policies, procedures and practices. 	<ul style="list-style-type: none"> • No Health and Safety regulatory, procedural or policy breaches.



<p>Risk and Crisis practices</p>	<ul style="list-style-type: none"> • Maintains an up-to-date understanding of all risks involved in the areas of responsibility of the Caretaker and of how to manage these risks. • Ensures a thorough understanding of the correct Behaviour Support procedures and is able to safely follow current procedures. • Reports immediately to the Executive Officer if Behaviour Support procedures have been implemented during the shift; or where there has been a breach of risk management policies, procedures and practices 	<ul style="list-style-type: none"> • No breaches of or failure to use the identified risk mitigation or management strategies. • The Caretaker is properly and safely able to execute the Behaviour Support procedures.
<p>Cultural practices Ensures all students are supported culturally and provided with all opportunities to develop themselves within their culture.</p>	<ul style="list-style-type: none"> • Maintains an understanding of key cultural mores, behaviours, and values. • Models respect for others in interactions with colleagues and students. • Promotes the multicultural nature of New Zealand and an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected. • Supports the Kaiwhakahaere as required to ensure the cultural needs of the students are provided for. 	<ul style="list-style-type: none"> • No incidents of culturally insensitive or inappropriate behaviour.
<p>Team Participation and Self Review Works with members of the Support Function on matters of operational importance to HRC.</p>	<ul style="list-style-type: none"> • Ensures that the Executive Officer is kept informed of all pertinent developments and information within functions and processes managed by the Caretaker • Participates fully in all meetings with the Support Function, contributing ideas and reporting as required. • Participates fully in meetings with colleagues throughout the business, contributing as appropriate and supporting colleagues as required. • Focuses on continuous improvement by regularly and actively engaging in self-reflection in order to improve the effectiveness of professional practice in accordance with HRC policies, procedures and guidelines. • Undertakes any other duties reasonably requested by the Executive Officer. 	<ul style="list-style-type: none"> • Is viewed by members of the Support Function as a contributor and collaborates to achieve group objectives.



COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position the Caretaker shall have and be able to consistently demonstrate the attributes and behaviours described below.

- Actively demonstrates professionalism throughout the organisation and the industry and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Works positively with colleagues to achieve goals; experience is shared and help is both actively sought and proactively offered. Strong working relationships are developed and maintained across the organisation.
- Has tenacity in pursuing goals, showing focus in the face of opposition, and ensures personal goals are aligned with the school objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation, regularly contributes to formulating goals.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the caretaker shall have and be able to demonstrate the following skills and experience:

- Confidence and experience in maintaining grounds and gardens.
- Proven experience undertaking minor repairs to buildings and equipment.
- Experience operating effectively in a multicultural setting.
- Competent use of computers and software.