



28 June 2022

Dear applicant

We need a part time Caretaker/Kaitiaki who will care about our school, as much as we do.

The buildings are new and our beautiful grounds are under development.
We are looking to add a keen gardener and handy person to our great team.

Please take the time to learn about our school before you apply.
A detailed job description is available on the website [Vacancies \(westspreydon.school.nz\)](https://westspreydon.school.nz).

Please send your application letter, cv and completed application form to
p.a@westspreydon.school.nz by 1:00pm 22nd July 2022.

Application timeline:

Applications close: 22nd July, 1:00pm

Shortlisting: 25th July

Interviews to take place: 27th and 28th July

Start date is ASAP, by negotiation

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Langton'.

Marriene Langton

Principal

Te Ara Koropiko West Spreydon School





Job Description

Permanent Part time Kaitiaki Caretaker/Supervisor

Grade 1 - Step 2

Pay rate: \$23.27

Effective 2022

Position title	Permanent Part time Caretaker/Supervisor
Reports to	Principal
Working relationships	External: plumber, electrician, drainlayer, glassier, MOE Internal: Principal (In the principal's absence report to the Deputy Principal)

This job description is aligned to the [Caretakers' Cleaners' and Canteen Staff Collective Agreement 11 December 2019 to 11 February 2022](#). A hard copy of this agreement has been attached.

Employment Status: Part time: 26 hours per week

Hours of work:

Monday: 8am - 2pm

Tuesday to Friday: 8am - 1pm

You have two 10 minute paid breaks in the day.



Allowances

Refer to [Part 4](#) of the School Caretakers and Cleaners' Collective Agreement

Purpose of the position

Maintain the school grounds, swimming pool (seasonal in school hours), and buildings to a high level, to reflect the school values of Attitude, Adventure, Achievement.

Key Responsibilities	Appraisal Indicators
School grounds and gardens	Undertake ongoing maintenance and development of the school's grounds
Address all health and safety issues	All health and safety issues are recorded and addressed as soon as possible
Minor repairs and maintenance	Carry out all minor repairs and maintenance as required and liaise with tradespeople if necessary Complete the Argest Building Warrant of fitness checks and ensure WOF is current and on display
Electrical testing	Electrical testing completed annually. Principal notified of any electrical failures or faults and the appliances removed from use
Supervision of cleaners	Monitor the cleaning regime and standards of cleaning
Recycle, reuse and compost	Reduce school rubbish and assist the environment leader to lead the way in caring for the environment
Liaise with Corrections to organise community corrections workers	Ensure that all health and safety requirements and supervisory conditions



	<p>are met while the workers are on the school grounds</p> <p>Liaise with the principal for the expenditure of any grants aligned to this service</p>
Swimming pool	Ensure the safe operation of the school swimming pool in school hours

Tasks and Duties

School grounds and gardens

- Ensure that all gardens and the orchard are maintained to a high level and provide a welcoming environment for tamariki and whānau
- Mow the lawns on a regular basis and ensure that they are in good condition
- Organise the maintenance of the ride on mower
- Manage the grass cutting and ground maintenance budget so that priorities are addressed
- Liaise with the principal before replanting is undertaken or changes are made to garden layouts and planting
- Liaise with the teacher in charge of the environment for the planting of edible gardens, nature play areas and composting
- Monitor the play areas, playground, asphalt, sandpit and artificial turf and carry out minor repairs
- Liaise with the principal to manage the repairs and maintenance budget under priority needs
- Keep a record of all assets purchased
- Ensure that all tools and resources are kept in good order and stored safely and tidily
- Ensure that the school trailer is securely locked and inform the principal when registration and WOF are due
- Keep the caretakers shed in good order with all tools neatly stored
- Ensure that the area around the caretakers shed is tidy and that all plant/gear is neatly organised

School Swimming Pool

- Ensure that you have been trained in water treatment to meet NZQA Unit Standard 20046 in swimming pool water quality, and to check water treatment is being automated during school hours.



- The school caretaker is responsible for water quality and treatment during school hours if this is not automated. This applies especially if there is water contamination such as blood, faeces or vomit in the water during school hours
- Complete the start of day routine in the pool during swimming season
- Liaise with the principal and the pool committee as required
- Undertake any health and safety issues remediation and inform the principal

Address all health and safety issues

- Complete monthly checks of the school buildings and environment with the H&S person to identify risks and create a schedule for repair or remediation
- Complete the caretakers manual to log checks and repairs
- Work with the H&S committee to organise evacuations and emergency systems
- Liaise with Sub5, Code 9, ADT and the local fire brigade to ensure that monitoring and response are meeting the requirements of the school for security
- Complete the Argest Building Warrant of fitness checks and ensure WOF is current and on display
- Ensure that all chemicals, petrol etc are locked away
- Inform the principal immediately of any hazards or accidents, including personal injuries

Minor repairs and maintenance

- Inform the principal of ongoing issues. Identify repairs and complete them, as long as they are within the scope of not requiring a qualified tradesperson.

Electrical testing

- Complete the annual testing of all electrical appliances, power boards etc
- Notify the principal of any electrical failures or faults and the appliances removed from use

Supervision of cleaners

- Establish a cleaning regime with the cleaners on our home site and ensure that they are meeting the highest standards of hygiene and cleaning e.g. clean water for every separate area, Inform cleaners of the criteria for Covid-19 cleaning if this becomes relevant
- Organise a colour coding system for cleaning that avoids cross contamination and ensure that clothes are washed each night after cleaning
- Ensure that the cleaning equipment is up to a high standard and is fit for purpose
- Manage the cleaning budget and ensure that all supplies are kept out of reach of children and stored safely and tidily



Holiday work

- Wash all of the external windows
- Clean the outside of the buildings to remove all dust and dirt and to protect the paint work
- Clean the gutters using appropriate safety equipment
- Maintain the water fountains and external basins
- Carry out all repair work that was non urgent in term time
- Check boundary fences and gates
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Liaise with Corrections to organise community corrections workers

- Ensure that all health and safety requirements and supervisory conditions are met while the workers are on the school grounds
- Liaise with the principal for the expenditure of any grants aligned to this service
- Liaise with the principal for priority work to be undertaken to support the school

General Responsibilities

- Comply with all board policies and relevant legislation, Health and Safety etc
- Complete any other duties as required from time to time and keep the principal informed of any issues
- Negotiate any requests for a change of work hours, or the accumulation of hours, in advance, with the principal and secure a written agreement for this in advance
- Assist with the asset management register as required by the principal
- Negotiate with the principal in advance if off site purchases, deliveries, pick- ups need to be made in working hours
- Assist with responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Ensure the safety and wellbeing of students at all times
- Undertake training as required, by prior arrangement with the principal

Annual Leave

This is a 52 week per year position. All annual leave shall be taken at a time in which the school is officially closed for instruction (unless there is, or has been, agreement to do otherwise). All annual leave must be approved by the principal in writing. Annual leave cannot be accrued and must be used in the year it was allocated.

This is a high trust position. If you notice that something needs attending to, let the principal know and attend to it.

You must be able to prioritise and manage your working day effectively.

You will be expected to sign in and out at the start and end of your work shift each day. This is a health and safety matter.



Declaration:

Approved by:	<i>Marriene Langton</i>
Date approved:	
Reviewed:	
Appointee: Signed & dated:	
Date on which the amended terms and conditions apply	





APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.



- you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).
- This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of The Privacy Act 2020.

APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number

Tick one

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family name First names (in full)

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<p>Have you ever received a police diversion for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Have you ever been discharged without conviction for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Do you have a current New Zealand driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Are you awaiting sentencing, or do you have charges pending? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your your suitability for work with children or your ability to do the job? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes", please detail:</p>
<p>Have you ever been the subject of any concerns involving child safety? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes", please detail</p>

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in the terms of the Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____

Date

Note: If completing this electronically a hard copy (printed and signed) must be provided.