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| BOULCOTT SCHOOL**SUPPORT STAFF JOB DESCRIPTION** |

**JOB TITLE:** Caretaker / Cleaner

**RESPONSIBLE TO:**  Principal

 Board of Trustees appointed liaison

**PERSON SPECIFICS:**

* Trade skills or handy-person experience
* Able to use initiative with good communication skills
* Proven work ethic and ability to get the job done
* Motivated and able to work unsupervised
* Flexible with duties
* Physically fit to complete tasks required
* Be willing to undertake a police vet
* Personal safety procedures must be adhered to in accordance with school policy and the Health & Safety in the Work Place 2015.

**ALLOWANCES ALLOWED**

Travel 0.59 @km

Dirt $3.85 a day

E-tu Union: School Caretakers and Cleaners Collective Agreement (including canteen workers)

Boulcott School provides all relevant safety equipment including:

* Work boots
* Safety goggles
* Gloves
* Earmuffs

**HOURS OF ATTENDANCE:**The Caretaker shall be available from 7:30am to 2.30pm with a half hour lunch break.

A total of **32.5 hours per week.**

The Caretaker shall be entitled to four weeks annual leave to be taken when the

school is officially closed which will be negotiated by the Principal.

**GENERAL:**

All duties to be carried out in a manner satisfactory to the Principal and the Board of Trustees.

These duties may be amended by the Principal or Board of Trustees to meet any unspecified requirements, as may be necessary, except that any proposed change of duties that might substantially affect the employee’s conditions of service must be agreed to by both the employee and the Board of Trustees.

Only the Board of Trustees or its authorized representative may manage, control and direct the employee in the course of his employment and have access at all times to the employee’s time sheet to ensure that hours worked are correctly recorded.

**DUTIES:**

**Daily:**

* Unlock all doors, including office doors at the beginning of each day.
* Complete cleaning/repair jobs requested by staff.
* Sweep floor area and wash corridor where necessary.
* Empty all rubbish bins into disposal bin at gate.
* Clean hall toilet floors, clean pans and basins and urinals, wipe skirting boards and other fixtures/ twice a week.
* Turn on or off water to urinal cisterns each night and morning.
* Attend to minor repairs such as broken windows, leaking taps, window catches, door locks etc. Carry out minor repairs to desks, chairs and other furniture.
* Assist with deliveries of equipment, material etc to school and where necessary, assist with assembly of furniture.
* Check playground equipment to ensure it meets health and safety requirements.
* Check school entrance ways, particularly the main entrance, so the school is always well presented.
* Check for vandalism – around school and adventure playground
* Attend to urgent cleaning matters that may present themselves through the school day.

**Winter:**

* Ensure heat pumps are turned on at the beginning of each day. (Periodically)

**Weekly:**

* Wipe internal library door windows
* Monitor the water meter and record usage.
* Water foyer plants
* Vacuum Music Room
* Mop Hall Kitchen floor

**Fortnightly:**

* Mop hall floor at a time negotiated with staff.
* Undertake basic gardening to maintain and /or improve the gardens around the school as required.

**Monthly:**

* Clean glass of internal doors and glass slide of Admin office.
* Dust pictures and hanging fittings.
* Dust low areas – shelves, computer areas.
* Dust low areas in administration (tables, shelves, computer areas).
* Do formal hazard check.
* Clean spouting and guttering

**Holiday time:**

* Clean all exterior and interior windows each term.
* Clean interior and exterior paintwork twice a year.
* Clean empty shelves and ledges.
* Clean all light fittings.
* High dust walls and ceilings.
* Scrub, strip and re-polish floors (twice a year).
* Complete any painting projects

**Periodically (as necessary):**

* Cleaning of sumps and drains.
* Replacing light bulbs.
* Replace minor damaged or broken fittings.
* Replenish toilet requisites.
* Order necessary materials within budget allocations.
* Support or initiate environmentally friendly options.
* Turning the bark regularly in all bark areas.

**Grounds:**

* Cutting of all grass not cut by contractor.
* Tidying of grass edges around trees, tennis courts, and fence lines.
* Planting and keeping the garden tidy and attractive.
* Marking of courts and playing fields when necessary, and erect or remove sports posts as necessary.
* Eliminate noxious weeds.
* Sweep concrete as required.
* Attend regularly to storm water drains, taps, spouting, etc.
* Any requests made by the Principal.

**Security Checks:**

Each day, according to the attached schedule.

**Signed:** ……………………………… **Caretaker**

**Signed:** ……………………………… **Principal**

**Date:** ……………………….…………

# YEARLY OBJECTIVES & APPRAISAL

**NAME:**

**POSITION:** Caretaker/cleaner

**APPRAISAL DATE: APPRAISED BY:**

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| **1. APPRAISAL AGAINST PERFORMANCE AGREEMENT**RATING: NM = Not Met MR = Meets Requirements ER = Exceeds Requirements |

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| Keys Tasks | Objectives | Performance | RatingAppraisee | RatingAppraiser |
| Grounds |  |  |  |  |
| Lawn | Cut as required – all lawns not cut by contractor | Neat tidy lawns |  |  |
| Edges | Keep perimeter areas cut and tidy | Tidy perimeter |  |  |
| Around trees and shrubs | Trim as needed | Neat and tidy |  |  |
| Care of trees & shrubs | Prune and stake as needed | Trees neat and protected |  |  |
| Gardens | Keep weeded and tidy | Look attractive |  |  |
| Drains & Hard areas | Kept free of debris | Clean and tidy |  |  |
| Field | Prepare sports marking and pitches as needed | Children have good markings for sport |  |  |
| Concrete areas | Sweep as required | Grounds look attractive |  |  |
| Cleaning |  |  |  |  |
| Vacuuming | Vacuum carpets daily | Clean tidy carpets |  |  |
| Vinyl areas | Swept daily and washed and polished as needed | Vinyl looks clean and tidy |  |  |
| Toilets | Disinfected and cleaned daily | Clean, healthy toilets |  |  |
| Hand basins | Cleaned daily | Clean and tidy |  |  |
| Window/Glass | External and internal, clean each holidays | Clean and tidy |  |  |
| Dusting high levels | High levels dusted each holiday | Clean and dusted |  |  |
| Dusting low levels | Low levels dusted each month | Clean and dusted |  |  |
| Rubbish | Daily emptying of bins | Neat and tidy |  |  |

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| Maintenance |  |  |  |  |
| Buildings | Minor repairs as needed | Kept in good repair |  |  |
| Grounds | Patching/repairs as needed | In good condition |  |  |
| Furniture | Repaired as needed if possible | In good repair |  |  |
| Equipment | Repaired as needed if possible | In good repair |  |  |
| Security |  |  |  |  |
| Locking and unlocking of doors | Daily locking and unlocking | Good security |  |  |
| Windows | Nightly security check | Good security |  |  |
| Heating | Nightly check that these are all off | Good security and fire safety |  |  |
| Personnel |  |  |  |  |
| Staff Rapport | Friendly working relationships with staff, children and parents | Friendly manner.Good communication and working relationship |  |  |
| Staff Requests | Carry out as required | Requests carried out |  |  |
| Property Meeting | Meet weekly with D.P.  | Communication lines are open and large repairs are tabled for BOT  |  |  |
| Safety |  |  |  |  |
| Playground equipment | Daily inspection of playground equipment | Safe and good repair |  |  |

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| **2. OVERALL PERFORMANCE SUMMARY**Below Requirements Meets Requirements Exceeds Requirements**OTHER COMMENTS:** |

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| **3. FUTURE TRAINING / DEVELOPMENT IDENTIFIED** |

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| **4. APPRAISEE’S COMMENTS / RESPONSE** |

**Most recent Police Vet:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by:** ……………………………… **Appraisee**

**Signed by:** ……………………………… **Appraiser**

**Date:** ……………………….…………

**Signed by:** ……………………………… **Principal**

**Date:** ……………………….…………