

Position Description – Caretaker

Position Title	Caretaker
Reports to	Principal
Working Relationships	Principal, Proprietors and Board Chair (Presiding Member)

Employment Status:

Permanent Part-time: 7.5h/week on days and times to be negotiated with the Principal

Allowances

Refer primarily to the School Caretakers and Cleaners' Collective Agreement:

- School Caretakers', Cleaners' and Canteen Staff Collective Agreement – Education in New Zealand

Purpose of the Position

- To maintain the standard and functionality of the facilities at Renew School so as to comply with the standards of health and safety normally associated with an integrated area school.
- To complete all caretaking duties according to the attached schedule, as determined from time to time by the Principal.
- To ensure the school facilities are always safe and secure.

Key Responsibilities	Tasks and Duties
Rubbish and recycling	Arrange for timely disposal of all refuse and recyclable materials from Renew church and school.
Buildings	Perform or arrange for general maintenance and repair of exterior and internal fixtures as required, including toilets and kitchen areas. Check roofs and spouting for loose sheets, plant growth. Arrange for cleaning of exterior of buildings and interior for carpets/floor coverings annually.
Maintain School grounds	Ongoing maintenance of school's grounds, including lawns, gardens, equipment and caretaker's garage storage. Liaise with volunteers who help maintain gardens.
School vehicles	Responsible for maintenance, cleaning, fuelling up, registration and WOF checks.
Security	Regularly check all window and door locks are working properly and arrange for repairs. Check boundary fencing and arrange for repairs. Be available for call out from ARC Security to reset alarms when activated.
Contractors on site	Liaise with all contractors who may be working on site and ensure they have a satisfactory health and safety plan.
School cleaners	Liaise with the school cleaners about supplies and works being carried out inside the buildings.
Health and wellbeing	Ensuring the safety and wellbeing of staff, students and visitors at all times by maintaining the Hazard Register, and fulfilling the requirements for maintaining the Building Warrant of Fitness. Comply with all Board policies and relevant Health and Safety legislation.
Additional requests	Carry out other related duties or urgent repairs as required from time to time by the Principal.

Declaration

Approved by:	Signed on behalf of the Renew School Board
Date approved:	
Reviewed:	Date when position description last reviewed: 06/08/2026
Appointee:	Signature of the appointee
Date appointed:	