



Cromwell College  
Barry Avenue  
Cromwell 9310  
[admin@cromwell.school.nz](mailto:admin@cromwell.school.nz)  
[www.cromwell.school.nz](http://www.cromwell.school.nz)

7 May 2018

Dear Applicant

### **School Caretaker**

Thank you for your interest in the full time permanent position Caretaker of Cromwell College. It is expected that the successful applicant will begin at the start of Term 3 2018.

We have excellent facilities and attractive grounds and the successful applicant would be expected to maintain and enhance these for the benefit of students, staff and the local community. The salary will be in the range \$42,000 to \$48,000 and will be negotiated based on the skills and strengths of the applicant. A school house, adjacent to school grounds, will become available at the end of the 2018 academic year with a rental of around \$250 per week. The house forms part of the salary package. A full job description follows.

We are an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with a current roll of approximately 460 students. We are proud of our welcoming students, committed staff, our facilities and the supportive relationship we have with our local community. Our Board of Trustees is keen to see the school grow and develop and the appointment of a resourceful, helpful, skilled and friendly caretaker is important in achieving these aims.

The town of Cromwell has excellent facilities for its current population of approximately 5500. It is in a stage of sustained growth with major investment in viticulture, horticulture, tourism and regional service industries.

This letter contains an application form and job description. Following is the probable time frame for the selection.

<b>25 May 2018</b>	Applications close 5.00pm
<b>28-30 May 2018</b>	Short-listing and then interviews as required.

You will find further information about Cromwell College on our web site [www.cromwell.school.nz](http://www.cromwell.school.nz) If you wish to visit the College or have any other questions then please contact me. Thank you again for your interest in this position.

Yours sincerely

Mason Stretch  
Principal

**School Caretaker – Cromwell College**  
**Full time Permanent Position commencing 23 July 2018**

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specification before completing this application.

- 1 Please provide a covering letter and complete this application form personally.
- 2 Attach a curriculum vitae (CV) containing any additional information, work experience, qualifications, any written references etc
- 3 Copies only of qualification certificates should be attached.
- 4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
- 5 This application form and support documents will be held by the school. You may access it in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration.

Please post or deliver to  
**The Principal**  
**Cromwell College**  
**Barry Avenue**  
**Cromwell 9310**

OR

**Email:** [janrockliff@cromwell.school.nz](mailto:janrockliff@cromwell.school.nz)

**Application close on Monday 25 May 2018**

**CRITERIA FOR APPOINTMENT**

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.



**Application Form – School Caretaker  
Full Time Position, Permanent Position commencing  
23 July 2018**

**Family Name** \_\_\_\_\_

**First Names** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Phone Number :** \_\_\_\_\_

**Cell Phone Number :** \_\_\_\_\_

**Home Phone Number :** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**Date of Birth :** \_\_\_\_\_

**Teacher Registration Number :** \_\_\_\_\_

**Residency Status:** \_\_\_\_\_

If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.

**Convictions Against the Law / Unsuitability for the Position**

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Have you had any injury, medical or other conditions which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes please provide full details

**Note that all Cromwell College buildings and grounds are smoke-free**

**REFEREES:**

Please provide the names and address of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

**Referee One**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Two**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Three**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Please note:** The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# SCHOOL CARETAKER

## JOB DESCRIPTION

TITLE OF POSITION:	Caretaker
ACCOUNTABLE TO:	Principal, Executive Officer and Board of Trustees
HOURS OF EMPLOYMENT:	40 hours per week – Monday to Friday. Negotiation around occasional weekend and evening commitments
REMUNERATION:	This will be a salaried position negotiated with the successful applicant. The basis for this negotiation will be the School Caretakers and Cleaners Collective Agreement.
EMPLOYMENT:	Permanent
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"><li>- To work positively and effectively to maintain and enhance the grounds and facilities of the College for our students, staff and school community</li><li>- Use initiative and be resourceful to complete tasks to a high standard.</li><li>- Be helpful, cooperative and friendly.</li><li>- Fostering and participate in positive relationships with staff, children, parents and the school community.</li><li>- Promote the school through their actions and interactions with others.</li><li>- Oversee and manage the tasks and work of the school grounds person</li></ul>

Further specific responsibilities are detailed below.

Signed .....Caretaker

Name:.....

Signed .....Principal

Name:.....

Date.....

<b>SCHEDULE OF DUTIES AND RESPONSIBILITIES</b>
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The schedule of duties covers the following dimensions:

<ul style="list-style-type: none"> <li>• School cleanliness and hygiene</li> <li>• School heating</li> <li>• Preventative maintenance</li> <li>• Minor capital works to buildings</li> <li>• Grounds and playground</li> <li>• Security and after hour backup</li> <li>• Hazards management, building warrant of fitness</li> </ul>	<ul style="list-style-type: none"> <li>• Resource management and equipment maintenance</li> <li>• Auditorium</li> <li>• College Apartments and grounds</li> <li>• Reporting</li> <li>• Additional tasks as required or negotiated with the principal</li> </ul>
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<b>DIMENSION</b>	<b>EXPECTED OUTCOMES</b>	<b>TASKS</b>
School cleanliness and hygiene	<ul style="list-style-type: none"> <li>• The school is clean and tidy as at all times</li> <li>• Cleaning equipment is available for use</li> <li>• Cleaning supplies and available when needed</li> </ul>	<p><u>Cleaning - Daily Duties</u></p> <ul style="list-style-type: none"> <li>• Liaise with the school cleaners to ensure the school is clean and hygienic</li> <li>• Check with cleaners regarding supplies eg toilet paper, hand towels, liquid soap</li> <li>• Empty all rubbish bins</li> <li>• Be responsible for ensuring the school grounds are clean.</li> <li>• Wipe/clean drinking fountains</li> <li>• Complete any additional cleaning as required</li> <li>• Remove graffiti - particularly in toilet areas.</li> <li>• Clean entrances to classroom and administration blocks</li> </ul> <p><u>Weekly Duties</u></p> <ul style="list-style-type: none"> <li>• Complete any additional cleaning as required</li> </ul> <p><u>Term Duties</u></p> <ul style="list-style-type: none"> <li>• Complete any additional cleaning as required</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Purchase cleaning supplies as required</li> <li>• Liaison with appropriate suppliers, contractors etc</li> <li>• Protective equipment and clothing used as appropriate</li> <li>• Regular check of gutters</li> </ul>
Preventative maintenance	<ul style="list-style-type: none"> <li>• Maintenance tasks are undertaken regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Organise regular maintenance of school equipment</li> <li>• Undertake minor maintenance of buildings</li> <li>• Liaise with outside contractors as required</li> </ul>
School heating	<ul style="list-style-type: none"> <li>• The school heating system is effectively and safely managed</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all aspects of health and safety around the use and operation of our boiler are met.</li> <li>• That the boiler comes on and goes off at the correct time each day</li> <li>• Ensure the coal hopper is kept supplied</li> <li>• Ensure that the boiler runs effectively with de-klinkering and ash removal as appropriate.</li> <li>• Check the furnace, stoker, water pumps etc re correct</li> </ul>



		<p>operation</p> <ul style="list-style-type: none"> <li>• Order coal supplies as required</li> <li>• Ensure regular maintenance is timely and appropriate</li> <li>• Checking electrical heating each morning and evening</li> </ul>
Minor capital works	<ul style="list-style-type: none"> <li>• Minor works to buildings and grounds are organised and carried out</li> </ul>	<ul style="list-style-type: none"> <li>• Manage minor capital works to buildings as requested.</li> <li>• Prepare and manage an annual plan of basic maintenance to buildings and grounds in consultation with the principal.</li> <li>• Complete minor works identified in the schools 10 year maintenance plan and 5 year agreement in negotiation with the principal.</li> <li>• Keep the principal informed of all work undertaken.</li> <li>• Update the school 10 Year Maintenance Plan</li> <li>• Where appropriate arrange quotes and specifications for work undertaken by outside contractors</li> <li>• Monitor and record work undertaken</li> <li>• Liaise with contractors working at the school</li> <li>• Complete any other tasks as negotiated with the principal</li> </ul>
Grounds	<ul style="list-style-type: none"> <li>• School grounds are tidy and well kept at all times</li> <li>• Safety provisions are maintained</li> <li>• Equipment is maintained to a sound and safe standard</li> <li>• Manage and oversee the work of the grounds person to assist in completing the tasks opposite</li> <li>• Playground is regularly checked and deemed safe</li> </ul>	<ul style="list-style-type: none"> <li>• All grass areas are mown as required. Liaise with the mowing contractor for the weekly cutting of the sports field during summer months.</li> <li>• Remove rubbish on a daily basis.</li> <li>• Gardens are weeded as appropriate.</li> <li>• Trees and shrubs are pruned and kept tidy and safe</li> <li>• Leaves are removed daily from the administration, canteen area and from the entrances to school buildings.</li> <li>• Hard court areas are swept and kept clear as appropriate.</li> <li>• Weed control is undertaken (spraying)</li> <li>• New plantings as required</li> <li>• Irrigation systems are well maintained and operate effectively</li> <li>• Preparation of school sports fields</li> <li>• Turf maintenance eg fertilising, mole ploughing, reseeding and grass repair etc</li> <li>• All safety measures taken as appropriate</li> <li>• All equipment and machinery is in good working order.</li> <li>• Regular equipment maintenance is organised and carried out.</li> <li>• Regular reporting to the principal is maintained</li> <li>• Health and safety records are maintained</li> <li>• Fence off grass areas as required.</li> <li>• Complete any other work as negotiated with the principal</li> <li>• Regular cycle of playground checks, nails and stability especially. Progressive replace nails with screws.</li> <li>• Ensure playground bark chips are aerated and the area full.</li> </ul>
Security and after hours backup	<ul style="list-style-type: none"> <li>• The school is safe and secure at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Unlock doors at the beginning of the day and lock at check end of the day that Cleaners have locked securely.</li> <li>• Unset alarm for whole school at beginning of day and set alarms at night</li> </ul>

		<ul style="list-style-type: none"> <li>• Monitor school alarms and organise regular servicing and maintenance</li> <li>• Organise the unsetting and resetting of alarms when outside groups use school facilities.</li> <li>• Liaise with our outside security provider around weekend security arrangements.</li> <li>• Ensure security lights and fire alarm switches are maintained.</li> <li>• Ensure all locks and doors are in good working order</li> <li>• Ensure all window catches are in good order</li> <li>• Ensure all security facilities are in sound condition</li> <li>• Carry out daily security checks/ensure checks are carried out as appropriate</li> <li>• Be available when required on security call-outs</li> <li>• Check all fencing, gates etc are sound</li> </ul>
Hazards Management, Warrant of Fitness	<ul style="list-style-type: none"> <li>• A safe environment where hazards are minimised or eliminated</li> </ul>	<ul style="list-style-type: none"> <li>• Identify, minimise, eliminate or manage hazards around the school.</li> <li>• Complete requirements, including paperwork for the issue of a Building Warrant of Fitness for the school</li> <li>• Maintain a current hazards register</li> <li>• Carry out, as required, all regular safety checks (see hazard management plan)</li> <li>• Regularly check all safety equipment and playground equipment</li> <li>• Report hazards to the Executive Officer, principal and/or the Health and Safety Committee BOT</li> <li>• Ensure all paints, sprays, chemicals cleaning materials are stored in a safe manner</li> <li>• Put up and take down sunshades as appropriate</li> <li>• Grit iced areas and placement of appropriate signage.</li> </ul>
Resource Management and equipment maintenance	<ul style="list-style-type: none"> <li>• School equipment and resources are maintained in safe working order</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with the maintenance of school equipment</li> <li>• Ensure all machinery and equipment is good working order</li> <li>• Ensure storage and security of equipment and machinery</li> <li>• Ensure all checks, repairs and servicing is carried out regularly</li> <li>• Keep the garage areas organised and tidy.</li> <li>• Photocopy paper supplied to office area.</li> </ul>
Auditorium	<ul style="list-style-type: none"> <li>• The auditorium is clean, functional and set up as required for school and community events</li> </ul>	<ul style="list-style-type: none"> <li>• Check regularly on upcoming use of the auditorium and ensure that the facility is set up appropriately. Eg seating and alarms</li> <li>• Heating turned on and off as required</li> <li>• Carry out any minor maintenance of the auditorium</li> </ul>
College Apartments and grounds	<ul style="list-style-type: none"> <li>• The College Apartments and grounds are well maintained, clean and tidy</li> <li>• Manage and oversee the work of the grounds</li> </ul>	<ul style="list-style-type: none"> <li>• In liaison with the principal and Apartments Managers carry out basic maintenance as required</li> <li>• All grass areas are mown as required</li> <li>• Gardens are weeded as appropriate</li> <li>• Trees and shrubs are pruned and kept tidy and safe</li> <li>• Weed control is undertaken (spraying)</li> <li>• New plantings as required</li> </ul>

	<p>person to assist in completing the tasks opposite</p>	<ul style="list-style-type: none"> <li>• Irrigation systems are well maintained and operate effectively</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• The Principal and Board are kept well informed about all issues relating to property management</li> </ul>	<ul style="list-style-type: none"> <li>• Provide full verbal reports on property management issues</li> <li>• Attend, as required, meetings of the BOT property/finance sub-committee</li> <li>• Maintain day to day liaison with the principal about programmes of work.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Complete additional tasks as required or negotiated with the principal</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake and complete negotiated additional tasks.</li> </ul>