

Position Description - Caretaker

Reports to: Property Manager
Responsible for: Grounds-related duties and general maintenance work

Duties and Responsibilities:

- This combined role for groundsman/general maintenance is responsible for campus visual presentation, sports field preparation, and executing general property repairs. This role spans both outdoor turf care and indoor maintenance. Versatility and strong time management are critical to balancing daily tasks with repair requests.
- Strict compliance with the Health and Safety at Work Act 2015, including updating hazard logs and using proper PPE. An eye for hazards on campus to keep students, staff, and visitors safe.
- Manage gardens, hedges, and trees around the School and Boarding House through planting, pruning, and weed control to a high standard.
- Care and management of sports grounds, including mowing, Line-trimming, line-marking, and maintaining cricket pitches, rugby fields, and artificial surfaces.
- Clear gutters, water-blast pathways, manage recycling systems, and empty external rubbish bins daily.
- Fix broken furniture, repair door latches, patch Gib, paint surfaces, and unblock minor plumbing drains.
- Assist with set-up of Chapel and Sports Centre for assemblies and functions as required.
- Assist with locking and unlocking doors at the beginning and end of the day.
- Maintain assets by servicing, cleaning, and safely storing grounds machinery and tools.
- Work closely with the Property Manager and property team and contractors to ensure that all maintenance tasks and other property-related work around the School and Boarding House are carried out in a flexible, timely and proactive manner.
- Carry out other duties within the scope of the position that may be required by the Property manager, Principal or the leadership team.

Personal Attributes

- **Time Management:** The ability to plan and take into account daily tasks, special events, and attend to property-related maintenance as required.
- **Fit & Active:** Have the physical stamina and ability required for outdoor work in all weather conditions.
- **Excellent Communication:** Ability to interact politely and professionally with school staff, students and visitors to the school.
- **Strong Eye for Detail:** Dedication to maintaining the high standards expected by the school.
- **Self-Motivated:** Ability to work both independently and as part of a team.

Qualifications & Requirements

- Proven background in general building maintenance, carpentry, landscaping, or sports turf management.
- Relevant Qualification: Trade qualifications or certificates in sports turf management or horticulture will be well regarded but are not essential.
- Machinery & Tools: Competency with commercial mowers, weed eaters, chainsaws, and a wide variety of power tools.
- Driver's Licence: Full, clean NZ Driver Licence (Class 1), for operating school utility vehicles.
- First Aid: Current workplace first aid certificate or a willingness to complete training.
- Clean Police Vet: Mandatory requirement for working around children under the Children's Act 2014
- Chemical Handling Certificate: Growsafe certification is highly desirable for chemical spraying.