



JOB DESCRIPTION

School Property Manager

Hours: 40 hours per week (Mon-Fri)
7:30am - 4pm

Wages: \$20 per hour

Responsible to: Principal

Functional Relationships with:

Board of Trustees
All Teaching Staff
All Office/Support Staff
Pupils
Mowing staff
Cleaners

Review Date:

KEY RESPONSIBILITIES	SPECIFIC RESPONSIBILITIES
Maintenance	<ul style="list-style-type: none"> ▪ maintenance of all aspects of buildings within skill range ▪ maintenance of all school equipment within skill range ▪ supervision of our maintenance work and special projects as required ▪ ordering relevant materials using approved ordering systems ▪ checking condition of and clearing where necessary all drains gutters and spouting twice per year ▪ responding to day to day maintenance requests of teachers which must be channeled through the Principal ▪ maintaining records of condition of buildings and adventure playgrounds ▪ liaise with outside Trades people
Pool	<ul style="list-style-type: none"> ▪ prepare the pool at the beginning of each season ▪ maintain the pool area during the season ▪ close the pool down for winter ▪ day to day maintenance of the pool (including weekends) ▪ Carry out daily testing ▪ Rectify where testing shows deficiencies
Grounds Maintenance	<ul style="list-style-type: none"> ▪ attend to all gardens and hedges ▪ spot spray areas not covered by contractors ▪ generally maintain the grounds in tidy condition, clear of paper and litter, chip (spray), weeds on hard areas, clear dirt/leaves around and in gully traps, keep edges clear of weeds, support working bees as appropriate ▪ Work with school enviro team to maintain garden/orchard areas ▪ Liaise with mowing contractor. ▪ Daily blow/vac all paths
Security	<ul style="list-style-type: none"> ▪ Liaise with Security contractor. ▪ On-call for school emergencies .

General Duties	Rubbish Disposal <ul style="list-style-type: none">▪ emptying of daily rubbish▪ process paper for recycling▪ Liaise with Paper Recyclers Sweeping <ul style="list-style-type: none">▪ concrete areas as required Assist <ul style="list-style-type: none">▪ with deliveries of equipment Check <ul style="list-style-type: none">▪ daily for evidence of vandalism report to Principal▪ other reasonable duties specified by the Principal or Board of Trustees▪ to be on duty during school vacations except when annual holidays are taken School House <ul style="list-style-type: none">▪ to carry out 3 monthly checks on the school house and general maintenance
Road Safety	<ul style="list-style-type: none">▪ to supervise the crossing morning (8:30-9am) and afternoon (2:45-3:15pm)
Management	<ul style="list-style-type: none">▪ Assist in the preparation an annual property budget for the B.O.T▪ Utilise the Property budget as per budget guidelines and in consultation with the Principal.▪ Monitor expenditure to ensure that budget over-runs do not occur, unless with board approval..▪ Assist the B.O.T in the Health and Safety audits▪ Liaise informally with the Principal re: day to day maintenance.
School Water Supply	<ul style="list-style-type: none">▪ Monitor and maintain the school water supply▪ Order treatment materials and equipment

Health and Safety	<ul style="list-style-type: none">▪ Meet the Health requirements for reporting and testing▪ Meet all Health and Safety guidelines as set in the school policy and 2015 Health and Safety Work Act..
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_____ Principal M.Keenan

Date: