



Job Description 2025

Name:

Position: Assistant Caretaker - Part Time

Responsible to: Caretaker / Executive Officer / Principal

Review Period: Annually

Hours of Employment: 40 Weeks per year. This would generally be during the school terms.
Hours per week: 15 - actual days and times to be negotiated.

Remuneration: Part Time Assistant Caretaker as per the 'School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement – 11 December 2019 to 11 February 2022'.

- Hourly rate - \$24.66

Key Responsibilities: Health & Safety
General Maintenance

Administration Responsibilities	
Absence	If the Assistant Caretaker is unable to carry out his/her duties due to absenteeism, because of sickness or other reason, the caretaker is to be notified at the earliest practicable time.
Code of Conduct	The Assistant Caretaker shall at all times conform to the School Administration guidelines and policies and reflect our school values.
Communication with others	<p>The Assistant Caretaker must communicate in a professional and positive manner with all members of the school community (students, parents, staff, visitors). Any conflict should be dealt with in a professional manner and referred to the Principal or Executive Officer if it can not be resolved. If students behave inappropriately or are abusive in any way, inform a Teacher, Principal, Deputy or Associate Principal immediately. The Assistant Caretaker is not to take any other action personally to deal with these situations.</p> <p>If people using the school grounds outside normal school hours are causing any problems. Instruct them to leave the grounds immediately and inform the Executive Officer / Principal. If necessary contact the Police and inform the Principal, Executive Officer of your actions.</p> <p>Total confidentiality of school business is mandatory.</p>

Key Outcomes	Actions and Responsibilities
<p>Grounds Maintenance:</p>	<ul style="list-style-type: none"> ● Regularly mow all grass areas and trim edges. ● Maintain school grounds, ensuring they are neat, tidy, and well-presented. ● Leaf-blow and sweep concrete and entrance areas as needed. ● Trim hedges, shrubs, and small trees to maintain tidy appearances. ● Weed and maintain garden beds around the school. ● Spray fence lines, playground perimeters, and other designated areas (where safe and permitted). ● Maintain ground drains to keep them clear of dirt, stones, and bark. ● Assist with watering plants and garden areas as required. ● Keep decks, verandahs, and outdoor spaces free from cobwebs, nests, and other debris.
<p>Outdoor Equipment and Play Areas:</p>	<ul style="list-style-type: none"> ● Conduct weekly visual safety inspections of playgrounds and outdoor equipment. ● Report any hazards or required maintenance to the Caretaker or Executive Officer. ● Ensure correct bark levels in playground areas. ● Assist with setting up and maintaining sports fields as required.
<p>General Support Duties:</p>	<ul style="list-style-type: none"> ● Assist the Caretaker with minor outdoor maintenance tasks. ● Ensure that outdoor rubbish bins are maintained and washed at the end of each term. ● Operate machinery safely, following all Health & Safety regulations. ● Be proactive in identifying potential hazards and reporting them.
<p>Personal Skills & Requirements:</p>	<ul style="list-style-type: none"> ● Experience in gardening, lawn care, or general grounds maintenance. ● Ability to operate lawnmowers, weed trimmers, leaf blowers, and other groundskeeping equipment. ● Physically fit and able to carry out manual work in various weather conditions. ● Ability to work independently ● Commitment to maintaining a safe and attractive school environment. ● Good communication skills and ability to interact professionally with staff, students, and the school community.