



**Mission Heights**  
**JUNIOR COLLEGE**  
GROWING GREATNESS  
KIA MANA AKE

103 Jeffs Road, Mission Heights, Auckland  
PO Box 64 448, Botany Town Centre, Auckland 2163  
**Phone:** +64 (09) 277 7881

**Email:** admin@mhjc.school.nz **Web:** www.mhjc.school.nz



**Mission Heights**  
**PRIMARY SCHOOL**  
GROWING EXCELLENCE  
KIA HIRANGA AKE

103 Jeffs Road, Mission Heights, Auckland  
PO Box 64 448, Botany Town Centre, Auckland 2163  
**Phone:** +64 (09) 277 7888

**Email:** admin@mhp.school.nz **Web:** www.mhp.school.nz

## **Job Description - Head Caretaker Mission Heights Schools**

**Title:** Head Caretaker Mission Heights Schools

**Employed by:** MHJC Board

**Reports to:** The Principal: MHJC & MHP.

**Responsible for:** Caretaking team

**Line Managers:** Senior Leaders of each school with Property portfolio

**Tenure:** Permanent, full time

**Salary:** Paid by MHJC on a 60/40 basis per Collaboration Deed

**Conditions of service:** Based on the School Caretakers', Cleaners' and Canteen Staff Collective Agreement

### **Role:**

1. Develop and execute the individual and shared long term property plans of the Mission Heights Schools in consultation with the Principals and Senior Leaders.
2. Ensure that the buildings and grounds of both schools are well maintained and safe.

### **Key tasks (relating to both schools):**

1. Oversee capital projects and liaise with Ministry property advisors, architects and contractors.
2. Leading and working with the caretaking teams of the two schools to maintain the site according to the Maintenance Schedule including:
  - Air conditioning system
  - Boilers and heating systems
  - Sprinklers and fire/smoke alarm systems
  - Lifts
  - Locks/keys and access to school
3. Allocation of daily tasks including the management of
  - Litter
  - Plumbing
  - Graffiti
4. Ensure the schools are compliant with the building code and annual Warrant of Fitness
5. Liaising with contractors responsible for:

- Cleaning and sanitary services
  - Security
  - Grounds care, field marking, mowing, irrigation system
  - Waste management
  - Water services
  - Building and roof washing
6. Maintaining accurate records of building projects and the maintenance schedule
  7. Liaise with the Finance Manager to ensure accurate budgeting and records of expenditure are kept.
  8. Liaise with IT Managers with regards the school's alarm and security system and other building maintenance systems.
  9. Prepare a monthly draft Property Report for the Board.

Signed: .....Date: .....

Signed: .....Date: .....  
Principal of Mission Heights Junior College  
Ian Morrison

Signed: .....Date: .....  
Principal of Mission Heights Primary School  
Caroline Bush