



## **JOB DESCRIPTION**

### **Maintenance Staff**

**Reports to:** Property Manager

**Hours of work:** 40 hours per week, 52 weeks per year

#### **Terms of Employment**

As per the School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement, Supervisor Caretaker Grade G2

#### **Delegations and authorities:**

- None

#### **Purpose of position:**

- To contribute to the maintenance of the school environment and services ensuring that facilities are well maintained and repairs are undertaken in a timely manner
- To contribute to the maintenance of the safety and security of the school
- To assist with maintaining the school grounds in a well-maintained condition

#### **Relationships:**

<b>Internal</b>	<b>External</b>
Business Manager Property Manager Principal & Deputy Principals Property & Grounds Staff Staff Students	Visitors Whānau, parents and caregivers Providers of training courses Contractors

**Person Specification:**

The Maintenance Staff will:

- Work in ways that are consistent with Te Tiriti o Waitangi
- Have an empathy with Wellington High School's WERO
- Be positive, enthusiastic, hardworking and adaptable
- Have the flexibility to work independently and as part of a team
- Maintain high standards
- The ability to juggle multiple tasks, while remaining calm
- An obliging and can-do attitude
- A well-organised and problem-solving mentality with an eye for detail
- Be a skilled handy-person - experience with hardware tools
- Have an understand of various construction materials
- Have an understanding of electrical, plumbing, carpentry, plastering and painting etc
- Keeps Health and Safety at the forefront of all tasks
- Be a good communicator
- Seek ongoing training and development
- Have a full drivers' licence
- Attend to their own wellbeing

**Key Tasks:**

- General maintenance and repair of buildings, furniture and equipment
- Hardware or appliance repairs
- Identifying and reporting the need for major repairs
- Undertaking all repair jobs and general maintenance that regulations allow
- Identifying work requiring specialised tradespersons
- Preparing the hall for events such as parents' evenings and school productions as requested by senior managers and teaching staff
- Assisting the property manager as necessary
- Assisting grounds staff in the maintenance of the school grounds
- Any other relevant tasks that may be requested by the Business Manager, Property Manager or Principal from time to time

**Employee name:**

**Line manager: Asim Beganovich**

**Date:**

Employee Signature:	
Approved by:	KPS
Date Approved:	26.8.2025
Reviews:	