



Wilson School

Position Description – Caretaker





Caretaker: Job Description

Responsible to: Board, Principal, Deputy Principal, Executive Manager

Functional Relationships with: Principal, Senior Leadership Team, School Staff, School Community

Review Period: Annually

This position is 12 hours per week (worked flexibly Monday – Friday during school hours) term time only (approx. 40 weeks per year), with the flexibility to complete additional hours during the school holidays as required. The position falls under the School Caretakers', Cleaners' and Canteen Staff Collective Agreement.

Personal Qualities / Skills Preferred

- To be able to work within and promote the inclusive culture of our school
- A love of working with children, making sure they learn in a safe and supportive environment.
- Effective communicator
- Enthusiastic and efficient – able to independently manage a workload
- Digital fluency – the ability to update online safety systems (support and training provided)
- A proven record of reliability and trust
- Previous maintenance, groundsman, handyman or technical experience
- The ability to work in a team-focused environment
- Able to foster strong and supportive relationships with staff, students, the Board, and school community
- The ability to multitask, prioritise and work under pressure
- A full driving license and ability to drive school vehicles
- Displays a sense of humour! (imperative)

Key Tasks

- Ensuring the school grounds are well-kept and maintained, including planted areas, footpaths, playground and drains.
- Sweeping, leaf blowing, and water blasting the outside space as required.
- Working through general maintenance tasks within the Base School and Satellite classes as required.
- Working to maintain a healthy and safe work and learning environment for our staff and students.
- Completing regular safety checks and updating online portals with the results.
- Informing the school's Executive Manager of any hazards or safety concerns.
- Working alongside the school's cleaning team to ensure the school is well presented.
- Purchasing maintenance resources when required.
- Storing new supplies as they arrive and monitoring stock levels.
- Overseeing the maintenance of school vehicles, including WOF, servicing and registration.
- Supporting the Executive Manager in coordinating services from external contractors.
- Supporting with other additional duties as requested by the Executive Manager.

Principal

Name –

Signed –

Date –

Caretaker

Name –

Signed –

Date -