



Middleton Grange School

Caretaker / Groundstaff

Job Description

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Directly Accountable to Property Manager

Functional Relationships:

- Principal
- Senior Leadership Team
- Teaching Staff
- Support Staff
- Maintenance Team

The purpose of this position is to contribute to the smooth running and efficiency of the school through maintaining the complex in an attractive, safe and well-maintained state.

Support Staff

40 hours per week

52 Weeks per Year

Covered under the most recent School Caretakers, Cleaners and Canteen Staff Collective Agreement – Grade 1 Caretaker.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Main Responsibility

It is important that the complex remain attractive, neat and tidy at all times and we expect our Grounds and Maintenance staff to be actively looking out for and remedying damage, graffiti,

rubbish and anything else that would detract from the school's appearance as they go around the site.

It is also important that any Health & Safety risks are identified and reported to the Property Manager immediately.

Other Duties

The Principal, Property Manager or Senior Leadership Team (SLT) may require the Caretaker to assist in other work, duties or projects not covered here including assisting other maintenance staff as required.

Other Christian Schools' Trust (CST) Properties

There may be some minor maintenance items required on other CST owned properties.

Health and Safety

- In all respects the Caretaker will observe good Health & Safety practice and will assist the employer by identifying any perceived risks.
- Any risk or hazard should be reported to the Property Manager immediately and steps taken to eliminate, isolate or minimise such hazard or risks.
- Safety to yourself and those around you should be your first priority.
- The school will supply any Health & Safety equipment required for the job.

Skills and Experience

Experience in gardening and general property maintenance

Punctual

Reliable and proactive

Ability to work as a team and individually

April 2026