



Role Description: Property Assistant / Caretaker

*Therefore encourage one another and build each other up, just as in fact you are doing.
(1 Thessalonians 5:11)*

Mission: With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.

Responsible to: The Principal and Board of Trustees
Business Manager

Reports to: Property Manager

Functional Relationship with: Business Manager
Staff
Contractors

Responsible for:

- Grounds Maintenance: Preventative and Corrective
- Building Maintenance: Assistance with Preventative and Corrective
- Security
- Hygiene Services
- Caretaking Services
- Health and Safety to all Property related Compliance
- Technology Department – Hard materials assistance in preparation of materials

KEY TASKS	EXPECTED OUTCOMES	Control Information
1. Ancillary Grounds	Maintenance of all ancillary grounds not covered under the Field Maintenance Contract. Ensure that all vandalism on grounds areas is rectified in a timely manner. A safe and pleasant learning environment is maintained at all times.	<ul style="list-style-type: none"> • Garden/ground maintenance schedule
2. Turf Court and Confidence Course Maintenance	Regular maintenance of turf courts as per developed maintenance schedule by Tiger Turf. Repairs and regular maintenance of Confidence Course as per Compliance schedule is adhered to.	<ul style="list-style-type: none"> • Turf Court Maintenance Schedule • Confidence Course Compliance Schedule
3. Property Maintenance	Maintenance of all buildings <ul style="list-style-type: none"> • Preventative • Corrective 	Maintenance Schedules
4. Security	Ensure that security issues are adhered to.	

5. School Equipment and Resources	Ensure that all school resources are regularly maintained and safe. Distribute school resources when received. Assist with setup of school facilities for events as required.	
6. Hygiene Services	Ensure all hygiene services are carried out on a daily basis.	
7. Health and Safety Compliance	Safe work practices are always adhered to in accordance with OSH and all relevant legislation and as directed under Sancta Maria College's Health and Safety policies and procedures, member of the Health and Safety Committee. Building Warrant of Fitness compliances to ensure all requirements are carried out as per schedules.	<ul style="list-style-type: none"> • Health and Safety Act • SMC Health and Safety Policies and Procedures
8. Technology Department : Hard Materials	Assist with any preparation of hard materials as required.	<ul style="list-style-type: none"> •
9. Property Function Support	Work collaboratively and co-operatively within the Property Team and Business Manager	<ul style="list-style-type: none"> • Weekly Property Meeting
10. Personal Qualities	<ul style="list-style-type: none"> • Self Motivated • Ability to work independently and effectively within a team environment • A positive and friendly attitude • Good communication skills • Strong personal organisation and time management skills • Customer service • Flexible and responsive • Hold a current Drivers Licence 	<ul style="list-style-type: none"> •

Job Analysis outlines comprehensive requirements for each Key Task.

Limitations of Authority

Changes to procedures or routines must receive prior approval from the Property Manager and Business Manager. The Property Manager may make changes at any time in consultation with the Business Manager and yourself.

Conditions of Employment

- 40 hours per week : Full time : 52 weeks per year : 4 weeks annual leave
- Hours : 7.30 to 4.00pm (includes ½ hour break for lunch) A mutually agreed start and finish time in consultation with Property Manager to ensure College is attended with property staff during the hours of 7.30 am – 5.00 pm. There may be times when due to workload or school activities that flexible or additional hours may be required. These will be discussed prior to any events or maintenance or security issues that require attention urgently

. Employed under the terms and conditions of the School Caretakers, Cleaners' and Canteen Staff Collective Agreement 2022-2024

Role Description:	Property Assistant / Caretaker
Adopted:	September 2023
Reviewed :	February 2026
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Andrew Mackenzie Principal	Date