St Margaret's College
Balanced foundations, bright futures.

Position Description

Position title	Caretaker
Position reports to	Property Manager
Tenure	Permanent, full time (40 hours per week – weekend- on-call duty as required)
Position Description Date	November 2026

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of this role

To support the Property Manager and to ensure that the College campus and its buildings and facilities are well maintained and well presented at all times.

Key accountabilities

Key Tasks	Expected Outcomes
Daily Campus Opening & Morning Preparation	• **Campus Access & Morning Set-Up:** Adjust passive/active heating, lighting and access points and systems as required, and deliver milk, paper, and parcels efficiently across campus. • **Winter & Seasonal Hazards**: Anticipate and prepare hard surfaces with salt and grit during winter conditions to mitigate snow and ice risks and remove as appropriate. • **Emergency Flooding Management**: Actively address and resolve campus flooding issues whenever they arise to ensure safe access and minimal operational disruption.
Grounds and Asset Maintenance	• **External Building & Pathway Upkeep**: Maintain high standards of tidiness and cleanliness across external building surfaces, doorways, pathways, and grounds. Jet wash hard surfaces, remove chewing gum, clean doorways, and remove cobwebs regularly. • **Litter & Waste Management:** Carry out regular litter clearances across the school grounds and consistently empty school and boarding rubbish bins. • **Vehicle Maintenance & Fleet Standards:** Ensure school vehicles are kept clean, tidy, maintained and road legal at all times to St Margaret's College standards. • **Equipment & Facilities Maintenance:** Carry out scheduled maintenance and other compliance checks on a timely and regular basis. Maintain all school equipment in working order ready for use. • **Pool maintenance:** Daily checks of filter system, chemical balance, covers and pool surrounds.
Event & Operational Support	• **Event Setup & Dismantling:** Setting up and dismantling of equipment for school activities, productions, and external facility hires in a timely and professional manner, ensuring spaces are cleared up promptly afterward. • **Logistics & Transport:** Transport school equipment across campus or to required locations to support school operations and events. • **Access Control:** Provide support for scheduling door and gate access and other security issues as directed by the Property Manager
Building Works, Project and Grounds support	• **Building works:** Provide support to school carpenter/builder and other contractors as directed by the Property Manager • **Grounds and sports fields:** Assist gardener with lawn mowing and field marking and general maintenance as required and directed by the Property Manager • Conduct routine inspections of buildings, grounds and facilities, identifying maintenance requirements, hazards and defects, and reporting or actioning these in accordance with approved processes.
Weekend On-Call Duty	• **Roster & Boarding Communication:** Serve on an on-call roster for one weekend in four, maintaining excellent working relationships and communication with Weekend Boarding Staff. • **Emergency Responsiveness:** Remain available by telephone via the provided duty phone, prepared and able to report to the school promptly during emergency situations.

Being part of the St Margaret's team	• Actively, collaboratively and positively participate as a member of the team. • Assist with contractor access, inductions, site escorts and monitoring of works as directed by the Property Manager. • Work well alongside property, grounds, and maintenance staff, as well as the wider SMC community Assist with carrying out grounds-person and manager duties as required. • Keep the Property Manager informed and up to date on all delegated tasks, issues, and progress. • Proactively look for opportunities to improve processes and demonstrate a positive attitude at all times. • Perform any other duties as reasonably required to support the school. • Comply with and support all health and safety policies, guidelines and initiatives. • Ensure all incidents, injuries and near misses are reported into PeopleSafe. • Adhere to all St Margaret's College procedures, policies, guidelines, and standards of integrity and conduct. • Undertake maintenance and caretaking duties within the scope of training and competency and escalate specialised work to the Property Manager.

Functional Relationships

- Property Manager
- Campus Team General Manager
- Executive Principal
- All staff
- Contractors

Qualifications & Experience

- Understanding of and commitment to the special character and values of St Margaret's College
- Demonstrated experience in grounds, maintenance, or property caretaking roles
- Physical capability to perform tasks involving lifting, carrying, bending, and kneeling
- Strong organisational, planning, and prioritisation skills with good judgment
- Some familiarity with automated maintenance logging systems and building management systems. Training will be provided.
- Willingness and ability to develop IT skills necessary for school communication and operational efficiency
- Full, clean New Zealand driver's license

Key Attributes

- **Teamwork** – identifies opportunities and takes action to build operational relationships between the school and teams to help achieve shared goals
- **Results focused –** sets challenging goals for self and understands performance expectations; takes pride in the care of the campus, personal presentation, and wearing the uniform provided
- **Effective communication –** understands and communicates their role and message to the wider organisation
- Team player – relates well to people and is personable with a positive attitude, remaining calm, approachable, customer focused, and willing to go beyond the standard task list to assist others
- **Resilience –** able to cope with physical demands (lifting, carrying, kneeling) and work effectively in changing environments
- **Adaptability & Learning –** proactive, organised, flexible, and willing to learn, grow, and have or develop IT skills needed for communication and efficiency.
- Ability to work independently and collaboratively within a property team environment