



Hedgehope School

Reaching for Greatness • Whaia te iti Kahurangi

Hedgehope School
2250 Winton - Hedgehope Highway
RD 2
<http://hedgehope.ultranet.school.nz/Home/>

13th May 2019

Dear applicant,

Cleaner 4.5 hours per week Term time only at \$18.24 per hour

Grounds Person 2 hours per week Term time only at \$18.24 per hour

(School holiday hours of 4.5 + 2 during MidTerm & 14.5 + 4 hours for Annual Christmas Break)

Thank you so much for your interest in the position of Cleaner and or Grounds Person Position at Hedgehope School.

We are proud of our a two teacher school that is situated in farmland, thirty minutes drive north of Invercargill. We have a park-like setting that is a focus for our supportive community. We currently have a roll of 28 eager students that we wish to inspire to discover, explore and actively engage in their dynamic learning community.

Our vision is to 'REACH for Greatness', so if you are able to model high quality Respect, Excellence, Aroha, Collaboration and Hauora, you may well be the person that would thrive as our 'Cleaner & or Grounds person'.

Please find the job description attached. We hope that you will then apply for our position by sending your application form including 2 referees and a short letter detailing your skills and qualities. Applications close 4pm Friday 24th May 2019. [The position is covered by School Caretakers' and Cleaners' \(including Canteen Workers\) Collective Agreement 8 May 2017 to 7 June 2019.](#) Bargaining is currently underway for a new agreement that will create a review of remuneration. Police Vetting will be carried out due to Vulnerable Childrens Policy.

Should you have any further questions, please do not hesitate to contact me.

We look forward to receiving your application.

Yours truly

Sue Rogers
Principal
Hedgehope School

Cleaner Duties

Purpose: To maintain a clean, healthy and inviting environment for our students, staff and community. Use only approved chemicals for Environmental Septic System.

Time: The duties are to be carried out as best suits your lifestyle between the hours of 4:00 pm and 7:30am during school hours so as not to disrupt the learning of our students. A flexible approach will be required as meetings occur in classrooms, office and staffroom that should not be interrupted.

<p>Daily on Monday, Wednesday and Friday</p> <p>1.5 hours x 3 = 4.5</p>	<ul style="list-style-type: none"> ● Empty all bins and wipe clean ● Vacuum carpets and spot clean ● Sweep vinyl floor in art areas ● Wash vinyl floors in bathrooms ● Clean and disinfect all toilets, seats, sinks, taps and door handles ● Wipe all tables with disinfectant (Methylated spirit on whiteboard tables) ● Clean staff room - check any left over washing up ● Clean any dirty doors or additional areas identified
<p>Weekly</p>	<ul style="list-style-type: none"> ● Damp - dust all ledges, sills, fixtures & fittings to reach height ● Wash vinyl floor in art areas ● Deep clean toilets ● Clean light switches ● Clean glass interior doors as required ● Wipe outside of fridge ● Wipe out microwave ● Vacuum Library ● Check all toilet paper filled up ● Inform office by note of any materials required
<p>Monthly</p>	<ul style="list-style-type: none"> ● Replace sanitary lining in girls' and staff toilet
<p>As required</p>	<ul style="list-style-type: none"> ● Clean back of toilets and pipes ● Dust and disinfect telephones ● Replenish soap ● Replenish toilet paper ● Advise Principal of any Health & Safety concerns
<p>During school holidays</p> <p>4.5 hours each Mid-Term.</p> <p>14 hours for Annual Break (Dec, January).</p>	<ul style="list-style-type: none"> ● Vacuum all floor and vinyl spaces prior to carpet cleaning service ● Wash, polish and buff all vinyl floors ● Wash all benchtops and sinks ● Dust all above reach height areas ● Wash and clean all interior and exterior windows and doors ● Clean all tables and work surfaces ● Clean fridge, pie warmer and microwave ● Damp dust skirting boards
<p>Daily Security</p>	<ul style="list-style-type: none"> ● Ensure <u>all</u> windows and doors are locked prior to leaving ● No drawers, cupboards or filing cabinets may be opened (Privacy Act 1992) ● Discretion and confidentiality must be adhered to by all staff. ● Ensure all chemicals and cleaning fluids and equipment are stored, handled and used safely, then stored and locked away in cleaner's cupboards.

Grounds Duties

Purpose:

To maintain a clean, healthy and inviting environment for our students, staff and community.
Use only approved chemicals for Environmental Septic System.

Time:

The duties are to be carried out as best suits your lifestyle between the hours of 4:00 pm and 7:30am during school hours or at weekends so as not to disrupt the learning of our students. A flexible approach may be required due to weather conditions.

Weekly - 2 hours	<ul style="list-style-type: none"> ● Weed flower beds ● Weed veggie garden pathways ● Empty outside bins ● Mow field (spring/summer months as needed) ● Sweep leaves from classroom entrances, back driveway and seating wall
As required	<ul style="list-style-type: none"> ● Spray path edges and entrance areas including bus stop bay ● Mow field (autumn and winter as needed and suitable) ● Trim vegetation from pathways ● Weed & sweep tennis court ● Weed-eat behind tennis court shed ● Any suitable maintenance that can be done safely in Tremendous area ● Advise Principal of any Health & Safety concerns
During school holidays 2 hours each Mid-Term. 4 hours for Annual Break (Dec, January).	<ul style="list-style-type: none"> ● Weed flower beds ● Weed veggie garden pathways ● Empty outside bins ● Mow field (spring/summer months as needed) ● Sweep leaves from classroom entrances, back driveway and seating wall ● Spray path edges ● Mow field (autumn and winter as needed and suitable) ● Trim vegetation from pathways
Daily Security	<ul style="list-style-type: none"> ● Ensure <u>all</u> windows and doors are locked prior to leaving ● No drawers, cupboards or filing cabinets may be opened (Privacy Act 1992) ● Discretion and confidentiality must be adhered to by all staff. ● Ensure all chemicals and cleaning fluids and equipment are stored, handled and used safely, then stored and locked away in cleaner's cupboards.



Application form for Cleaner & Groundsperson

Name: (Miss, Mrs, Mr) _____

Address: _____

_____ Postcode _____

Date of Birth: _____

Referee one:

Name _____

Address: _____

Contact Number: _____

Referee two:

Name _____

Address: _____

Contact Number: _____

I give permission for the Principal of Hedgehope School to contact my referees
Yes/ No

I will supply two forms of identification Yes/No

I would be open to a Police Vetting being carried out once I have sighted and signed
the form Yes/No

I understand that I will be working in an environment where children may be present
so will be required to act appropriately with my actions, communication and discretion.

I have the following Medical or health conditions: _____

Signed: _____ Date: _____