

Job Description

Position	Terms of employment	Responsible to
Groundskeeper	Secondary and Area School Groundstaff Collective Agreement	Property Manager
Central Beliefs		
<ul style="list-style-type: none"> • The Lincoln Tikanga: Let's be respectful, reliable, supportive and resilient underpin all we do. • We are all Life-long Learners (everyone is capable of learning). • We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand. 		
Employment Status		
<ul style="list-style-type: none"> • Permanent, 35 Hours per week, 9:00am - 4:30pm per day, 52 week per year position • Annual Leave – 4 weeks per annum, of which 2 weeks leave is to be taken during the Christmas Holiday period, with the remaining 2 weeks leave to be taken during term breaks where possible. 		
Key Descriptors of a Groundskeeper at Lincoln High School		
General Responsibilities	<ul style="list-style-type: none"> • Maintain and keep the grounds safe, clean and attractive • Contribute to the smooth running and general efficiency of the school so that learning and teaching environments are enhanced. • Assist the HPE & Sports department with sports requirements. • Assist Property Manager with maintenance/repairs as required. 	

Key Tasks	<p>The Groundskeeper's Responsibilities include, but are not limited to:</p> <p>Maintenance of sports fields</p> <ul style="list-style-type: none"> • Water, treat, fertilise and spray fields, mow fields as required • Ensure that school boundaries are tidy and remove any rubbish or debris • Ensure that all equipment is erected for winter/summer sports • Mark all sports fields as required • Cricket wickets are prepared and treated as required in conjunction with Sports department • Liaise with Sports & HPE department regarding sports requirements. <p>Garden Beds and Trees</p> <ul style="list-style-type: none"> • All gardens/grounds areas to be weeded/prepared/sprayed • Pruning and trimming of trees and shrubs as necessary • Arrange arborist to undertake larger tree pruning/felling jobs • Check all trees after high winds and undertake any remedial work • Top up mulch in all garden areas • Water gardens, maintain irrigation systems • Liaise with Property Manager when making garden/landscape improvements <p>Rubbish (daily)</p> <ul style="list-style-type: none"> • Rubbish collections are to be actioned twice daily – morning and afternoon • All rubbish is to be disposed of in the appropriate containers • All rubbish bins are to be cleaned during each holiday period • No rubbish bins are to be left outside in weekends/holidays <p>Maintenance (General)</p> <ul style="list-style-type: none"> • Report any graffiti as soon as it is noticed • Assist the Property Manager with day-to-day maintenance • Advise Property Manager of any maintenance issues • Check and repair all boundary fences • Clearance of leaves/acorns from all areas (using leaf blower), including drains (especially in wet weather) • Ensure that all grounds equipment is maintained at all times • Organise all grounds equipment annual servicing • Maintain an accurate grounds equipment inventory • Waterblast areas as required 	
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	<p>Security</p> <ul style="list-style-type: none"> • Ensure grounds compound is always secure • Ensure that all flammable liquids are stored safely • Check locks and turf/court areas are locked at end of day <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Open Day's – ensure grounds are attractive and well maintained. • Prepare and set up fields for annual athletics/Sports Day in conjunction with Sports department <p>General</p> <ul style="list-style-type: none"> • Carry out general duties as may be requested daily from Property Manager/ Principal eg: this may include occasional caretaking duties to cover our caretakers. • Manage the allocated grounds budget • Comply with all school policies on a non-smoking & non-vaping environment as well as health and safety. • All safety clothing, boots and overalls will be supplied. These are to be worn at all times and kept in a clean and tidy condition. A good standard of dress is required at all times. 	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. 	
Building Learning Capacity Life-long Learning	<ul style="list-style-type: none"> • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. • To attend professional development and training courses as provided or funded by school. 	
Relationships, Attributes, Community	<p>To establish a positive working relationship with pupils, parents, teachers and colleagues</p> <ul style="list-style-type: none"> • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. • Is a strong and supportive 'team player' with great communication skills. • Confidence to work autonomously or within a team environment. • Demonstrates initiative and resourcefulness. • Has a friendly and approachable manner. • Contributes to the corporate life of the school • Maintains positive interaction with all stakeholders. 	

	<ul style="list-style-type: none">• Be loyal to the departments, school and fellow staff.• Maintain a high standard of professional conduct at all times.• Maintain effective working relationships with colleagues through open communication.• Contribute positively to the life of the school and community. <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none">• Maintains confidentiality at all times.• Communicates issues or concerns relating to employment to Principal.	
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Signed (Employee): _____	Date: _____
Signed (Employer): _____	Date: _____