



Health & Hygiene Coordinator

Responsible to: Principal, Board of Trustees

Direct functional relationship with: Principal, Property / Maintenance Manager BOT, staff and students.

General:

To implement the policies and procedures of the Board of Trustees under the direction of the Principal

- The **Health & Hygiene Coordinator** position includes responsibility for the maintenance, cleanliness and general condition of all lawns, gardens and general grounds inside campus enclosure, operated by or under the control of the Rotorua Intermediate School Board of Trustees.
- The **Health & Hygiene Coordinator** must be aware and implement all of the relevant Health & Safety regulations, local by-laws and school policies/ procedures regarding all relevant aspects of the **Health & Hygiene Coordinator's** role.
- To achieve this, the **Health & Hygiene Coordinator** requires sound time management skills, initiative and a genuine pride in Rotorua Intermediate School.
- The **Health & Hygiene Coordinator** is a member of the Rotorua Intermediate School team and as such must have good interpersonal skills, communication and ability to work as a team member. Involvement in the corporate life of the school is important.
- The **Health & Hygiene Coordinator** is expected to appreciate the sensitive environment and maintain confidentiality, respect the work of Rotorua Intermediate School staff, students and Board of Trustees and be loyal to the school community.
- The **Health & Hygiene Coordinator** may occasionally be required to work extra hours. If such cases arise a formal written agreement needs to be mutually signed by **Health & Hygiene Coordinator** and Principal.

Schedule of duties:

Grounds and related tasks:

The school's image is maintained at a high standard at all times by the **Health & Hygiene Coordinator**.

- Internal campus grounds and gardens are presented in such a high quality that they reflect your personal pride and that of our school.
- All paved areas are required to be maintained to ensure they are free of leaves and rubbish.
- All gardens are maintained in a weed and litter free condition throughout the year
- School frontage must be maintained at the highest standard to ensure a positive public profile



Lawn mowing:

- Internal campus lawns gardens are presented in such a high quality that they reflect your personal pride and that of our school.
- All internal campus areas not mown by the Rotorua Group Mowing Scheme are the responsibility of the **Health & Hygiene Coordinator**.
- It is important to ensure that mower noise does not overly disturb classroom activity.
-

Cleaning:

Priority at all times must be given to the health of all at Rotorua Intermediate.

- Sanitation, especially where sick students are concerned, must be dealt with immediately.
- Keep students' drinking fountains in a clean and hygienic condition
- Report any unsatisfactory cleaning to the Property / Maintenance Manager.
- Student toilets to be checked after each break. Restocked daily as required.
- Any necessary cleaning required to be carried out to maintain high sanitary standards during school time.
- Liaise with contract cleaning company to ensure high standards of school cleanliness are maintained.

Security:

- Loss of any keys is to be reported to the Executive Officer immediately.

Rubbish:

- Daily empty all bins within the school campus or as required.
- Ensure any unsightly rubbish is removed from the grounds and buildings.
- Liaison with rubbish removal company to ensure their service is continuous and effective. (Extra bins may be required at the end of each school year).
- Wash, clean and sanitise both interior and exterior rubbish bins during term break

Administration:

Ensure that at all times the property is administered in accordance with the property occupancy agreement that exists between the school and the Ministry of Education.

- At all times advise the Property Manager of any defective or damaged plant or equipment, vandalism to buildings, grounds, necessary repairs to buildings and grounds with particular regard to any matter that might affect the health, safety and welfare of pupils and staff.
- Prioritise jobs and do them as to minimize complaints from staff re requested maintenance not being completed in the agreed time.



Tradespeople:

- Liaison with rubbish removal company to ensure their service is continuous and effective.
- Provide oversight of Recycling of Paper programme to ensure its smooth operation

General maintenance:

- To notify Property/ Maintenance Manager of any major maintenance or emergency maintenance that is required

Equipment:

To ensure all equipment is maintained, stored and serviced in the correct manner.

- Basic articles required for cleaning and property maintenance relating to your jobs are to be ordered by the **Health & Hygiene Coordinator** as required and within the restraints of the school budget.

Personal health & safety:

Injuries received during the course of employment are to be reported immediately to the office.

- Protective clothing shall be worn for tasks requiring same. The employee must avoid any act or omission, which causes personal injury, injury to other employees or to any person with whom they come into contact in the course of their employment.
- Role modelling – good practices such as wearing safety boots, ear muffs, dust masks and clothing etc when appropriate. These are supplied by school.
- Inform office at all times when leaving school grounds during normal working hours.

Staffroom:

- Staffroom is kept tidy after each interval.
- Prepare morning teas daily and special morning teas as required
- Prepare special afternoon teas for school related functions and recording any extra hours accrued.

Timetable and delegation of work:

- Work is prioritised in order of safety and importance.
- Work to a timetable to achieve your set tasks, and have the flexibility to adjust as required for emergencies, special occasions and staff shortage



Holidays:

- Work normal 6 hour day without broken time.
- Annual Leave will be taken during the Christmas period, or during the term break as negotiated with the school's Executive Officer.
- Annual Leave must be used within the year with no carry over unless negotiated with the school's Executive Office.

General:

- Use of positive language and demonstrate good personal conduct.
- Attendance at some school assemblies to congratulate pupils on efforts to assist in maintaining standards.
- Undertake other duties that assist with the overall functioning of the school as requested.
- Community, staff, students and parents speak positively of your support.

Hours of Work: Monday to Friday – 30 hours (8.00 a.m. to 2.30 p.m.)

Break: Morning Tea 20 minutes (10:15 – 10:35 am)

Lunch: .5 hour (12.30 – 1.00 pm)

Remuneration: \$28.000 per year (Exclusive of all allowances)

Health & Hygiene Coordinator

Date

Principal

Date