



Collingwood Area School

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Application Form Property Manager

Dear Applicant

Thank you for applying for the Property Manager position at Collingwood Area School.

Collingwood Area School is situated in rural Golden Bay. Our community serves a wide area from Onekaka, Aorere Valley, and out as far as Patarau.

A school house may be available for the suitable applicant.

These are exciting times for our school as we are in the process of planning for a total new school rebuild that should be completed in 2023. The Property Manager will play a major role in the transition to the new school.

The timeline for appointment:

| | |
|---------------------------------|-------------------|
| Advertisement: | 16 March 2020 |
| Applications Close: | 3 April 2020 |
| Interviews: | 1 or 2nd May 2020 |
| Successful Candidates notified: | 4 May 2020 |

We have included a Person Specification and Job Description which outlines some key traits we are looking for. It also outlines a number of key tasks associated with the position. The Person Specification will form the criteria from which we will appoint. You may add a CV.

Applications can be sent:

Email : hugh.gully@cloud.collingwood-area.school.nz

Post: 36 Lewis Street, Collingwood 7073

We look forward to receiving your application.

Yours sincerely

Hugh Gully
Principal

APPLICATION FOR EMPLOYMENT



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Important Notes for Applicants

Thank you for applying for a position with our school.

1. If you are selected for an interview you may bring whānau / support people at your expense. Please advise if this is your intention.
2. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
3. All applicants will be required to give consent to a Police Vet.
4. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Vulnerable Children Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police Vetting results.
b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any offence within seven years of being sentenced for the offence
 - you did not serve a custodial sentence at any time
 - the offence was neither a specified [offence under the Clean Slate Act 2004](#) nor a
 - [specified offence under the Vulnerable Children Act 2014](#)
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

5. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg Passport) and a secondary identity document (eg New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Vulnerable Children regulations 2015](#).
6. This information will be held by the employer. For the successful candidate this document will be held on their personnel file otherwise the information provided will be securely destroyed after ninety days. You may access it in accordance with the provisions of the Privacy Act 1993.

APPLICATION FOR EMPLOYMENT

Property Manager

Tick One



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| | | | | | | | |
|----|--------------------------|-----|--------------------------|----|--------------------------|------|--------------------------|
| Mr | <input type="checkbox"/> | Mrs | <input type="checkbox"/> | Ms | <input type="checkbox"/> | Miss | <input type="checkbox"/> |
|----|--------------------------|-----|--------------------------|----|--------------------------|------|--------------------------|

Or other preferred title:

| Surname / Family Name | First Names (in full) |
|-----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> |

| |
|----------------------------|
| Birth Name (if applicable) |
| <input type="text"/> |

| Are you known by any other name(s)? (if yes please provide below) | Yes | No |
|---|--------------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| |
|----------------------|
| Full Postal Address |
| <input type="text"/> |

| |
|----------------------|
| Email Address |
| <input type="text"/> |

| | |
|--------------------------------|--------------------------------|
| Contact telephone Numbers | |
| Personal: <input type="text"/> | Business: <input type="text"/> |

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

| |
|------------------------------------|
| Please tick the appropriate boxes: |
|------------------------------------|



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Immigration Information

Are you a New Zealand Citizen

Yes No

If not, do you have a resident status, or

Yes No

A current work permit

Yes No

Have you ever had a criminal conviction? If "Yes", please detail:

Yes No

(A Board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Vulnerable Children Act 2014](#). The Clean Slate Act does not apply to Schedule 2 offences.)

Have you ever received a police diversion for an offence?

Yes No

If "Yes", please detail:

Have you ever been discharged without conviction for an offence?

Yes No

If "Yes", please detail:

Do you have a current New Zealand driver's license?

Yes No

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?

Yes No

If "Yes", please detail:

Are you awaiting sentencing or do you have charges pending?

Yes No

If "Yes", please state the nature of the convictions / cases pending:



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In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "Yes", please detail:

Yes No

Have you ever been the subject of any concerns involving child safety? If "Yes", please detail:

Yes No

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If "Yes", please detail:

Yes No

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

| Period worked (please specify the | Employer's name (or reason for gap in | Position held | Reason for leaving |
|--------------------------------------|--|---------------|--------------------|
|--------------------------------------|--|---------------|--------------------|



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| start and end dates) | | | employment) | | |
|----------------------|----|----------|-------------|--|--|
| Start date | | End date | | | |
| mm/yyyy | to | mm/yyyy | | | |
| | to | | | | |
| | to | | | | |
| | to | | | | |
| | to | | | | |
| | to | | | | |

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current / previous employer in the table below.

| Name | Organisation | Position / Relationship | Landline (preferred) | Mobile |
|------|--------------|-------------------------|----------------------|--------|
| | | | | |



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I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children / young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____ Date _____

Person Specification

| | |
|------------------------|---|
| 1. Maintenance skills: | <ul style="list-style-type: none">- Building maintenance (general handyperson skills)- Property (lawns, weeds, gardens, trees, courtyards)- Security (locks, door, windows) |
| 2. Specialist skills: | <ul style="list-style-type: none">- Swimming Pool operation (Pool upkeep, testing, maintenance)- Boiler operation- Health and Safety (building Warrant of Fitness, Hazard |



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| | |
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| | Management) - Small machinery operation and maintenance |
| 3. Personal Traits | <ul style="list-style-type: none">- Energetic with strong work ethic- Strong communication skills- Sense of humour- Calm under pressure- Autonomous - an ability to work unsupervised- Reliable and trustworthy |



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|--|---|
| Job Description: Property Manager | |
| Terms of Contract: | Permanent |
| Date: | March 2020 |
| Responsible to: | Principal |
| Purpose: | To manage the School's property maintenance to create a physical environment which supports the School's educational values |
| Wages | \$21.78 (minimum) |
| Hours of work | 7.30am - 4.30pm (Lunch hour 1.00 - 2.00pm) |
| Annual Leave | 4 weeks per year (to be taken in school holidays) |

| Job Description | | |
|--------------------------------|--|---|
| DIMENSION | TASKS | EXPECTED OUTCOMES |
| Long-Term Property Maintenance | <p>Along with Principal and Board of Trustees, to ensure a Five and Ten Year Property Maintenance Plan is developed and updated.</p> <p>Day to day management and prioritising of tasks</p> | <ul style="list-style-type: none"> The school is kept well maintained, attractive and conducive to teaching and learning Works are completed by the agreed due date. |
| Property Co-ordination | <p>To ensure any property-related regulatory requirements are met</p> <p>To develop and maintain up-to-date and relevant property documentation (including Property Manual, Health and Safety Report, Hazards Register, property contacts database, Fire Protection system overview)</p> | <ul style="list-style-type: none"> Hazards are removed or managed and the School environment is safe. Staff are made aware of potential dangers. Building WOF issued and displayed. Boiler operation in winter months Full records of equipment warranties and Service Plans are kept and issues are followed up on. |
| Preventative Maintenance | To ensure that the School's preventative maintenance needs are met - undisrupted by other Priorities (other than Health and Safety) | <ul style="list-style-type: none"> Buildings and Services are maintained to the highest possible standard Tradespeople are engaged where appropriate. |

| | | |
|--------------------------------|---|---|
| | | <ul style="list-style-type: none"> ● Electrical Tagging and Testing is promptly completed as necessary by law. ● Vehicles are compliant, serviced and groomed |
| Reactive Maintenance | To ensure that the School's reactive maintenance needs are appropriately prioritised and met | <ul style="list-style-type: none"> ● All physical environs of the school kept safe, functional and aesthetically in well cared for condition. ● Time is allowed for inspection / walk around of the School site on a weekly basis. ● Staff requests for minor maintenance tasks are responded to in a timely manner, in an appropriate order of priority. ● Health and Safety hazards are attended to immediately they arise. |
| Reporting | To ensure that the Principal, Executive Officer, Board and management team have appropriate information on property-related issues | <ul style="list-style-type: none"> ● The Principal and Board are well informed about property-related matters. ● Regular meetings are held as needed with the School management team |
| Security | To ensure that the School's security needs are met | <ul style="list-style-type: none"> ● The School is as secure as reasonably possible ● In consultation with the Executive Officer a Key register is kept up to date and Standard procedures for locks and keys for the school site is maintained. ● All locks, doors, window catches are in good working order. ● The School is opened up and locked down every day. ● Breaches of security are dealt with quickly. |
| Budget and Resource Management | To provide input into, and operate within, set budgets and ensure the School's property needs are met in as efficient a manner as practicable | <ul style="list-style-type: none"> ● Budgets are complied with unless otherwise agreed with the Executive Officer. ● Resources are used strategically with most effective impact. |
| Property Manager | To oversee that the School's cleaning needs are managed appropriately. | <ul style="list-style-type: none"> ● The school is a healthy and sanitary environment. ● Responsible for overseeing the management of the cleaner ● To undertake where necessary training to ensure up to date compliance (Swimming pool, Boiler, Tag Testing) |

| | | |
|-----------------------|---|--|
| School Swimming Pools | To liaise with the Board of Trustees re the use of the school pool on Public Holidays and school holidays | <ul style="list-style-type: none"> • To manage the school swimming pools and delegate responsibilities. |
| School Rebuild | To have input to processes that will contribute to school deconstruction and rebuild | <ul style="list-style-type: none"> • De camping of students to temporary classrooms is seamless • Deconstruction of the school is managed with the minimum of disruption |

Conditions of Employment

Terms and conditions as per the School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement 11 December 2019 - 11 February 2022