



TIRIMOANA PRIMARY SCHOOL

SCHOOL INFORMATION

Tirimoana School is a contributing Primary with a pupil roll estimated to reach 700 students. It is situated in a residential area in Te Atatu South, West Auckland. The school has 26 classes and is rated a U7, Decile 5.

For more information about our school, check our website www.tirimoana.school.nz

Special characteristics of our school are:

- A friendly, positive minded staff, with a supportive Board of Trustees.
- A parent community that is actively involved in, and supportive of the school.
- A community that reflects New Zealand's changing multi-cultural society.
- A commitment to the teaching of languages, including Te Reo Maori, French and Mandarin.
- A high standard of school and staff presentation.
- Teaching staff who are highly motivated, conscientious and hard working who are continually inquiring and reflecting on their own practice.
- A well resourced school where staff inquire, reflect, share and work collaboratively as part of a professional team.
- Committed to schoolwide PB4L (Positive Behaviour for Learning) to continue to create positive learning environments for students.
- A commitment to Environmental Education and Sustainability as an 'Enviro School'.

APPLICATIONS

Applicants are required to apply in writing to

**The Principal
Tirimoana Primary School
Kokiri Street
Te Atatu South
Auckland 0610**

Phone: 838-9737

Fax: 837-4369

Email: principal@tirimoana.school.nz

Applications will be received until an appointment is made.

Applications must include a current curriculum vitae and the names of two referees who can be contacted.

Applicants will be short listed and may be interviewed by the Appointments Committee, at a date to be notified.

The Board of Trustees is prepared to reimburse applicants for any reasonable travel costs in attending an interview.

Please supply a stamped addressed envelope if you require your CV to be returned by post.

CRITERIA FOR APPOINTMENT

The Appointments Committee is seeking the following attributes from successful appointees.

1. Previous property experience.
2. Ability to work co-operatively with all other employees.
3. Willingness and capacity to mow lawns, clean gutters, move furniture and carry items.
4. Willingness to manage cleaning requirements, if required, such as removing vomit, excreta, and any other out of the ordinary items.
5. Willingness to be involved in extra activities of the school, including supervision at school gates, when required.
6. Use of respectful language in front of children.
7. Availability to commence the position at a date to be negotiated.
8. Ability to undertake minor property repairs and maintenance.
9. Knowledge of general gardens and grounds maintenance procedures.
10. Understanding of general OSH requirements.
11. Be flexible in being available after school hours.
12. Be committed to working as an “Enviro School” responsible for all recycling.
13. Have an understanding of all Health & Safety requirements to meet our obligations relating to the Health & Safety at Work Act 2015.

APPLICANTS PLEASE STATE STRENGTHS

APPLICATION FOR APPOINTMENT

To the Chairperson and Principal
Tirimoana School
34 Kokiri Street
Te Atatu South
Auckland 0610

Appointments Committee

I wish to apply for the assistant caretaker position.

Personal details:

Name: _____

Address: _____

Contact Home Phone: _____

Mobile: _____

Work _____

Present appointment:

Current Position: _____

Position held: _____ Time Position held: _____

Names, Addresses and phone numbers of two referees:

1. Name: _____

Address: _____

Home Phone: _____ Mobile: _____ Work: _____

Capacity you have known the person _____

2. Name: _____

Address: _____

Home Phone: _____ Mobile: _____ Work: _____

Capacity you have known the person _____

CONVICTION AGAINST THE LAW:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?

YES/NO (please circle one)

If **'YES'** enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence which you wish to make. Give details:

Under the Law you will be required to have a Police Vet. This requires 2x forms of current ID for your identity check. Do you agree to the school carrying out a Police Vet on you?

YES/NO (please circle one)

CONFIRMATION:

I certify that the information given in this application and in my C.V. is correct and verifiable;

Applicant's signature: _____

Date: _____

TIRIMOANA SCHOOL BOARD OF TRUSTEES

APPLICANT'S STATEMENT OF DECLARATION TO ALLOW RELEASE OF INFORMATION FOR A VACANT POSITION.

DECLARATION:

I _____ hereby agree to the Tirimoana School
(Full name of applicant for the position)

Board of Trustees, or its agent, approaching my nominated referees and any other Employer for whom I have been employed, for a statement of my abilities and suitability in relation to my application for a position at Tirimoana School.

Signed and dated this _____ day of _____ 2018

(Applicants signature)

(For school use only)

Date application received: _____

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