



Rotorua Boys' High School

Job Description

Whakaaturanga Mahi

Position / Tūranga:	Hostel Housekeeper
Responsible to / E here nei ki tēnei hunga:	Principal via Director of Boarding
Functional relationships with / He hanonga tāu me tēnei hunga:	Housemasters Assistant Housemasters Deputy Principals Support Staff Students
Dated / Marama:	November 2022
Position Term / Roanga:	Permanent

School background:

Ngā hitoria a te kura :

Rotorua Boys' High School is a State boys' secondary school of approximately 1150 students. It is one of five Rotorua high schools and caters for students from Year 9 to Year 14. The school opened in 1914 as the Rotorua District High School before becoming Rotorua High and Grammar School in 1927. Rotorua Boys' High School evolved from these beginnings in 1959.

The school includes an off-site attached unit based in Pererika Street known as the Rotorua Activity Centre, or more commonly known as Awhina School. The School also has a 140 bed Hostel known as Tai Mitchell House.

Rotorua Boys' High School is known to many in the community as 'Raukura'. Don Stafford explains the historical background to this name.

"It has always been my understanding that 'Raukura', though literally referring to a feather or special plume, in fact conveyed a much more significant shade of meaning. In some measure those described as possessors of the 'Raukura' were of particularly significant stature. They were considered to have justified such a privilege by reason of illustrious lineage, extremely noteworthy leadership or some remarkable achievement in another field – perhaps warfare, diplomacy or unparalleled knowledge. Being considered worthy of the 'Raukura' would undoubtedly have been an accolade sought by aspiring tribal members in the past. When ultimately bestowed (by general consensus) on a deserving individual, it clearly indicated a level of excellence of the greatest merit. Academic achievement has, particularly during the 20th century, been recognized as the single most vital element in the advancement and well being of us all.

I can only presume that this was clearly apparent to those of the 1920's whose efforts resulted in the establishment of Rotorua High and Grammar School in 1927. The remarkable and farsighted education endowment made by the Ngāti Whakaue people some 40 years even before that, is evidence enough of their support of and belief in education. I have no doubt that the use of 'Raukura' was a subtle message of encouragement for all to take advantage of education, to seek excellence and thus justify the 'Raukura'."

Ngā Taonga a Raukura

- The concept of 'Raukura'
- The administration block
- The school's relationships with Ngāti Whakaue
- The foyer and Memorial Hall carvings
- The Trevor Nathan Sculptures "Raukura" and "Te Hokinga"
- The Roi Toia Sculpture "Tāne Raukura"
- The school magazine that carries the title 'Raukura'
- The trees that adorn the school's grounds
- The prefect system
- The house competition
- The house group system
- Tai Mitchell Hostel
- The Former Students of the school
- The 'Hall of Fame'
- The 'Pro Patria' Rolls of Honour
- The Annual Prizegiving Ceremony
- The Harwood Library
- The Ryder Gates
- The Millennium Centre

Our motto:

Tā mātou whakapepeha:

"AD ASTRA PER ASPERA"
"To the stars through hard work"

This motto is, so far as I have been able to determine, not a quotation from ancient literature. It may well have been composed by the school's foundation Principal. If so, he almost certainly had in mind the famous motto of the Royal Air Force (and the Royal New Zealand Air Force) PER ARDUA AD ASTRA, which means "Through steep ways to the stars" and makes the same suggestion as the school motto. The RAF motto was created for the Royal Flying Corps (forerunner of the RAF) in 1913; the reference to the stars was, of course, particularly appropriate for that body, but the motto as a whole was certainly intended to have the wider implication indicated above. (Dr W.F. Richardson, Senior Lecturer in Classics, University of Auckland).

Our motto caters for our students who come from all walks of life, and who bring with them their own special talents and needs. Our motto helps us to work with each of our students and to assist them to succeed, whilst at the same time providing them with the tools to make that success possible.

Our original Latin motto and the equivalents in both Māori and English combine together to give us as a school not only a special identity, but also a common purpose.

"WHĀIA TE ITI KAHURANGI"
"Aim high despite all difficulties"

Our vision is:
Tā mātou whakakitenga:

To become the outstanding Boys' High School in New Zealand

To achieve the vision, we will focus on:

- The academic achievements of our students.
- The sporting achievements of our students.
- The achievement of our students in cultural activities.
- The development of leadership qualities of our students.
- The development of citizenship qualities in our students.

Key responsibilities and outcomes **Ngā haepapa me ngā whakataunga**

Hostel

- Vacuum entire hostel complex every day.

Foyer

- Shoe boxes to be wiped down every day.
- Foyer to be fully cleaned every day including entrance doors.

Office/Computer Room

- Office internal windows, sills and desk furniture are to be cleaned daily.
- Office floors are to be vacuumed every day.
- Staff is responsible for ensuring the office is kept in a reasonable state.

Hostel Kitchen Area

- Clean and tidy sink area, wipe down microwave and wipe out refrigerator on a daily basis.
- Return all clean dishes to MC Kitchen.

Lounge Room

- General tidy of lounge, including straightening of furniture if the boarders have not done this, daily.
- Window sills and ledges to be cleaned weekly.
- Internal windows and doors to be cleaned weekly.

Recreation Room

- Furniture to be dusted and cleaned daily.
- Window sills and ledges to be dusted weekly.
- Door mats to be vacuumed daily.
- Rubbish bins to be emptied daily.

Hallways

- Hallways to be vacuumed daily.
- Walls and doors to be spot cleaned and skirting boards to be dusted as required.
- Internal windows and doors to be cleaned daily.
- Both stairwells vacuumed and handrails damp wiped and polished daily.

Boarders

- General tidy of room and empty rubbish.
- Clean desk tops, chairs and sills weekly.
- Vacuuming of rooms to be done daily according to the roster.

Ablution Areas

- Shower walls and floors to be wiped down and cleaned daily.
- Toilets, sinks and mirrors to be cleaned daily. Toilets sprayed weekly with bleach.
- Soap dispensers, toilet rolls and hand towels to be replenished daily.
- Bathroom floors to be cleaned daily.
- Showers to be cleaned as required or at least once per week.
- Toilet brushes and containers to be cleaned daily.
- Rubbish bins to be emptied daily.
- Shower floors to be cleaned with mould spray remover and shower walls sprayed with bleach once a week.

Linen Room/Storeroom

- Linen room to be maintained in a tidy state.
- Check for lost property regularly.
- Cleaning products and other miscellaneous supply stores to be maintained to appropriate levels.
- Equipment to be maintained and replaced as required.
- Stock-take of all hostel linen twice yearly at the end of Term 2 and Term 4.

End of Term Cleaning Requirements

Rooms

- Thoroughly vacuum all areas.
- Clean and dust all surfaces, including walls, desks, chairs, sills, ledges, skirting boards, tops of wardrobes etc.
- High dust all lamp fittings and walls.
- Clean internal windows.
- All rubbish bins to be emptied and where necessary cleaned.
- Where hiring group visits are expected, linen to be placed on beds, and removed on departure.

Ablution Areas

- High surfaces to be dusted and cleaned
- All shower and toilet partitions and doors to be thoroughly cleaned.
- Urinals to be thoroughly scrubbed and cleaned.
- All toilet brushes and containers to be sterilised.

Hallways

- Hallway walls, doors and skirtings to be washed.
- High dusting and spot cleaning.
- Hallways to be thoroughly vacuumed.

Recreation Room

- Recreation room, including windows, skirtings and walls, to be thorough washed.

Lounge

- Area to be thoroughly vacuumed.

Front and Rear Entrances

- Entrances to be thoroughly swept.

Windows

- All internal and external windows on the ground floor and internal windows only on the 1st floor to be washed.

General Requirements

- Provide evaluation and reports to the Principal as requested.
- Assist the Principal and/or the Hostel Manager/Housemaster in special assignments as required.
- Meet annual objectives as agreed by the Principal and Board of Trustees.
- Implement and meet all requirements of Board policies.
- Personal appearance – A reasonable standard of dress and presentation is required.
- Support Te Ao Māori and celebrate the success of young Māori achieving success as young Māori.
- Support Rotorua Boys' High School as a high performing school where academic excellence, sporting achievement and participation in a range of quality cultural endeavours are emphasised.

Health and Safety

- Maintain a high level of cleanliness and hygiene in all hostel areas.
- Be responsible for own safety, notifying the Hostel Manager/Property Manager of any possible hazards, breakdowns or malfunctions.

Person specifications

Ngā Tautuhitanga

Essential requirements:

- Previous commercial cleaning experience.
- A high degree of personal presentation and professional skill.
- Good communication skills.
- Knowledge of the Health and Safety Act.

<hr/> Signed by	<hr/> Date
<hr/> Signed by A.C. Grinter on behalf of the School Board	<hr/> Date