

INDIVIDUAL EMPLOYMENT AGREEMENT
CARETAKER, CLEANER AND CANTEEN STAFF

BETWEEN the Board of Trustees (“the Board”) of
..... *[name of school]* (“the employer”)
a statutory body constituted pursuant to section 93 of the Education Act 1989

AND (“the employee”)

The Board appoints/continues *[delete one]* the employment of the employee as a
..... *[job title/work to be performed]*,
working at *[place of work]*, subject to the
terms and conditions contained in this agreement.

Notwithstanding anything to the contrary in the School Caretakers’, Cleaners’ and Canteen Staff Collective Agreement 2017-2019 the effective date of any of its provisions in respect to this agreement shall be from the date this individual employment agreement is signed by the employer and employee and no sooner than the date of promulgation of this agreement.

The employee’s hours of work would normally be

The employee's weekly/hourly *[delete one]* rate shall commence under this agreement at
\$.....

The work to be performed by the employee is set out in the existing/attached *[delete one and note that "existing" is not an option for a new employee]* position description.

The terms and conditions of employment under this agreement are those terms and conditions of the School Caretakers’, Cleaners’ and Canteen Staff Collective Agreement 2017-2019, with all the necessary modifications applicable to an individual employment agreement for a school caretaker, cleaner or canteen staff member. A copy of the School Caretakers’, Cleaners’ and Canteen Staff Collective Agreement 2017-2019 is attached (*available on the [Ministry of Education Website](#)*).

The terms and conditions of employment set out in this agreement replace any previous arrangements and understandings.

The employee acknowledges he/she has had a reasonable opportunity to seek independent advice.

SIGNED by (Employee) on *[date]*

SIGNED for and on behalf of the above named Board of Trustees by

..... *[signature]*

..... *[print name and position]*

..... *[date]*

..... *[school number]*