



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education

10 July 2025

██████████  
Advocate  
E tū

By email to ██████████

Tēnā koe ██████

On behalf of the Secretary for Education, I am pleased to make the following offer to settle a renewed ***School Caretakers, Cleaners and Canteen Staff Collective Agreement 2025 – 2027.***

- **An increase of 62 cents to the minimum printed rate for all cleaners, canteen staff, assistant caretakers and G1 caretakers (except supervisors).** This provides a 2.5% increase for these employees over a 20-month term.
- **An increase of 72 cents to the minimum printed rate for all G2 caretakers who are legally able to undertake maintenance work which would normally be undertaken by a registered or qualified tradesperson (except supervisors).** This provides a 2.9% increase for these employees over a 20-month term.
- **A printed rate for all supervisor cleaners, canteen staff and caretakers that is \$1.10 per hour more than the pay rate for their position if they were not a supervisor.** This provides an average 4.2% increase for supervisors over a 20-month term, depending on their current rate.
- **An increase to the overtime rate for cleaners and canteen staff** from T1.25 (ordinary time and one quarter) to T1.5 (ordinary time and one half).
- **An increase to the transport allowance rate** from 59 cents per kilometre to 83 cents per kilometre.
- Changes to role definitions to **amend the definition of canteen staff** and **rationalise the definitions of caretaker and groundstaff roles** by streamlining these to **Assistant, Grade One and Grade Two caretaker** roles, with the effect of removing the **Groundstaff, Grounds Labourer, Assistant Groundskeeper, and Senior Groundskeeper** roles.
- Introduction of provisions covering **work during school trips and school camps.**
- Extension of the **Designated First Aider Allowance to all eligible employees** and payment of up to a maximum of \$160.00 when obtaining and renewing a first aid certificate from a recognised provider.

- Extension of the provision of **safety boots to caretakers**.
- Improvements to the **callback provisions** to clarify that a minimum of 30 minutes time off in lieu may be provided when a caretaker is contacted by phone for a work-related matter but is not required to return to school.
- **Recognition of service for employees transferred to converted (charter) schools** under section 119 of the Education and Training Act 2020 if they return to a role under coverage of this collective agreement through a variation during the term of the agreement.
- Introduction of **retirement savings provisions** and **categories of employment**.
- Improvements to the **rest and meal break** provisions to include **coffee** in addition to tea, milk and sugar.
- Inclusion of references to legislative entitlements related to **union rights**.
- Clarifications to the **variation of hours per week/days per year provisions** and **amendment to the variation limit to 20%**.
- Clarifications to the health and safety provisions related to **working at heights, swimming pools and hazards**.
- Changes to **conduct** provisions and **introduction of performance processes** to clarify good practice when employment issues arise.
- **An increase to the notice period** from two weeks to one month to support employers to undertake robust recruitment processes.
- Various technical changes to provide clarity and consistency of conditions and improve readability of the Collective Agreement.

We have provided the below tables to illustrate how employees' wages will increase under this offer and the percentage increase each employee receives over the term of the collective agreement. We have also included the average increase in gross pay per fortnight for each employee group based on a 40-hour week.

#### **Cleaners, canteen staff, assistant caretakers and G1 caretakers (except supervisors)**

<b>Step</b>	<b>Current rate</b>	<b>Rate effective 10 July 2025</b>	<b>Percentage increase over the term of the agreement</b>	<b>Average increase in gross pay per fortnight based on 40 hours per week</b>
1	\$24.66	\$25.28	2.5%	\$49.60

**G2 caretakers (except supervisors)**

Step	Current rate	Rate effective 10 July 2025	Percentage increase over the term of the agreement	Average increase in gross pay per fortnight based on 40 hours per week
1	\$24.66	\$25.38	2.9%	\$57.60

**Supervisors (except G2 caretaker supervisors)**

Step	Current rate	Effective rate 10 July 2025	Percentage increases over the term of the agreement	Average increase in gross pay per fortnight based on 40 hours per week
1	\$24.66	\$26.38	7.0%	\$137.60
2	\$25.41		4.2%	\$77.60
3	\$26.15		0.9%	\$18.40


**G2 caretaker supervisors**

Step	Current rate	Rate the employee 10 July 2025	Percentage increases over the term of the agreement	Average increase in gross pay per fortnight based on 40 hours per week
1	\$24.66	\$26.48	7.4%	\$145.60
2	\$25.41		4.2%	\$85.60
3	\$26.15		1.3%	\$26.40

We are pleased to advise that if this offer is accepted, additional funding will be provided to schools to enable the settlement.

Nāku noa, nā



  
Advocate for the Secretary for Education

## Appendix A: Terms of Settlement

This section sets out the components of the settlement of the *School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025 – 2027*.

This agreement has been settled between the Secretary for Education and E tū. It shall be subject to ratification by E tū members pursuant to section 51 of the Employment Relations Act 2000.

The terms outlined in this document are valid for ratification by E tū provided ratification is confirmed and the new collective agreement is signed no later than 5pm on 11 August 2025.

### 1. Term of agreement

The *School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025 – 2027* shall be effective from 10 July 2025 to 9 March 2027, provided it is ratified, and the new collective agreement is signed no later than 5pm on 11 August 2025.

### 2. Remuneration for cleaners and canteen staff

The parties agree that the pay rates for cleaners and canteen staff are as shown below:

Step	Current rate	Hourly rate effective 10 July 2025
1	\$24.66	\$25.28

### 3. Remuneration for Assistant and Grade One caretakers

The parties agree that the pay rates for Assistant caretakers and Grade One caretakers (excluding supervisor caretakers) are as shown below:

Step	Current rate	Hourly rate effective 10 July 2025
1	\$24.66	\$25.28

### 4. Remuneration for Grade Two caretakers

The parties agree that the pay rates for Grade Two caretakers (excluding supervisor caretakers) are as shown below:

Step	Current rate	Hourly rate effective 10 July 2025
1	\$24.66	\$25.38

## 5. Remuneration for supervisors

The parties agree that the pay rates for Supervisor Cleaners, Supervisor Canteen Staff and Supervisor Caretakers (Grade One only) are as shown below:

Step	Current rate	Hourly rate effective 10 July 2025
1	\$24.66	\$26.38
2	\$25.41	
3	\$26.15	

The parties agree that the pay rates for Supervisor Caretakers (Grade Two only) are as shown below:

Step	Current rate	Hourly rate effective 10 July 2025
1	\$24.66	\$26.48
2	\$25.41	
3	\$26.15	

The parties agree to consequential changes at clause 3.1 and 3.2 of the collective agreement to remove pay scale progression for supervisor caretakers.

## 6. Role definitions

The parties agree that the role definitions for caretaker and groundstaff roles will be amended and merged to **Assistant Caretaker**, **Grade One Caretaker** and **Grade Two Caretaker** roles, with the effect of removing the **Groundstaff**, **Grounds Labourer**, **Assistant Groundskeeper**, and **Senior Groundskeeper** role definitions. It is not intended that this will result in a change to any employee's duties.

The parties also agree to amend the definition of canteen staff workers to make explicit that this role includes school lunch programme employees.

The amended role definitions are detailed at clause 1.6 in the tracked changes of the Collective Agreement provided. Consequential changes resulting from this proposal are detailed in clauses 4.6.1.1, 4.6.3 and 6.1. Translation will occur as outlined below and as detailed in Appendix 1.

### As at the date of ratification:

- All staff employed in assistant groundskeeper or grounds labourer roles will translate to the **Assistant Caretaker** role.
- All staff employed in groundstaff roles will translate to the **Grade One Caretaker** role.
- All staff employed in senior groundskeeper roles will translate to the **Grade One Caretaker** role unless they meet the definition of **Grade Two** (are legally able to undertake maintenance work which would normally be undertaken by a registered or qualified tradesperson), in which case they will translate to the **Grade Two Caretaker** role, or unless they meet the definition of a **Supervisor Caretaker** (supervise a minimum of three other employees), in which case they will translate to the **Supervisor** pay rate.
- Any staff employed in supervisor groundstaff roles will translate to the **Supervisor** pay rate.
- No employee will receive a lower hourly rate by reason of these changes.

## **7. Increase the overtime rate for cleaners and canteen staff**

The parties agree to amend the overtime rate for cleaners and canteen staff from T1.25 (ordinary time and one quarter) to T1.5 (ordinary time and one half). The amended clause 2.1.3 is detailed in the tracked changes of the Collective Agreement provided.

## **8. Increase the travel allowance rate**

The parties agree to increase the transport allowance rate from 59 cents per kilometre to 83 cents per kilometre. The amended clause 3.2.7.2 is detailed in the tracked changes of the Collective Agreement provided.

## **9. Introduce provisions for work during school trips and school camps**

The parties agree to introduce provisions to cover work during school trips and school camps to ensure employees are paid the minimum adult wage for any rostered work between 6pm and 8am. The proposed clause 3.2.12 is detailed in the tracked changes of the Collective Agreement provided.

## **10. Extend the Designated First Aider Allowance to all employees**

The parties agree to extend the Designated First Aider Allowance currently provided to groundstaff only, to all eligible employees and include provision for payment of up to a maximum of \$160.00 when obtaining and renewing a first aid certificate from a recognised provider. The amended clause 3.2.3 is detailed in the tracked changes of the Collective Agreement provided.

## **11. Extend the provision of safety boots to caretakers**

The parties agree to extend the provision of safety boots currently provided to groundstaff only to caretakers. The amended clause 5.3.3 is detailed in the tracked changes of the Collective Agreement provided.

## **12. Callbacks**

The parties agree to update the callback provisions for caretakers to clarify that equivalent time off in lieu, but no less than 30 minutes, may be provided when a caretaker is contacted by phone for a work-related matter but is not required to return to school.

The amended clause 2.2.7.3 is detailed in the tracked changes of the Collective Agreement provided.

## **13. Recognition of service for employees transferred to converted (charter) schools who return to state and state-integrated schools**

The parties agree to meet over the term of the agreement to progress changes to service provisions. The parties' intention is to simplify drafting and recognise previous service provisions for employees transferred to charter schools under clause 119 of Schedule 1 of the Education and Training Act 2020 if they return to a role under coverage of this collective agreement. Any agreed changes will be incorporated into the collective agreement by the way of a variation.

## **14. Rest and meal breaks**

The parties agree to reflect the current rest and meal break statutory entitlements, described in a note, as a clause. The amended clause 2.3 is detailed in the tracked changes of the Collective Agreement provided.

## **16. Retirement savings**

The parties agree to introduce provisions about retirement savings (KiwiSaver). The proposed clause 3.3 is detailed in the tracked changes of the Collective Agreement provided.

## **17. Introduce ‘categories of employment’ definitions**

The parties agree to introduce categories of employment definitions to provide clarity to both employers and employees regarding what constitutes full-time and part-time, fixed-term, casual and term time only employment.

The definitions are detailed at clause 1.6 in the tracked changes of the Collective Agreement provided.

## **18. Reference various legislative entitlements related to union rights**

The parties agree to reference legislative entitlements related to union workplace delegates and employment relations education leave to remind employers and employees of these entitlements.

The proposed clauses 6.7.3 and 6.7.4 are detailed in the tracked changes of the Collective Agreement provided.

## **19. Variation of hours per week and/or weeks per year**

The parties agree to amend the variation of hours per week and/or weeks per year worked to provide clarity about the processes for decreasing and increasing an employee's hours and to amend the limit of increase or reduction to an employee's contracted hours to 20%.

The amended clause 6.3 is detailed in the tracked changes of the Collective Agreement provided.

## **20. Notice period**

The parties agree that the notice period will be increased to one month to support school boards to undertake robust recruitment processes for vacancies.

The amended termination of employment clause is detailed at clause 7.6 in the tracked changes of the Collective Agreement provided.

## **21. Conduct and performance**

The parties agree to amend the current Part 7 Discipline and Dismissal clauses and rename as Conduct, Performance and Termination of Employment. This adds greater clarification and guidance to the conduct provisions and introduces a separate process for performance matters.

The amended Part 7 is detailed in the tracked changes of the Collective Agreement provided.

## **22. Technical changes**

The parties agree to a number of technical changes intended to clarify employment settings, provisions, and readability. The technical changes are detailed in the tracked changes of the Collective Agreement provided.

The key technical changes are highlighted below:

- Renaming the collective agreement to the “School Caretakers, Cleaners and Canteen Staff Collective Agreement”.

- Reordering, condensing, and streamlining the hours of work, remuneration, leave, health and safety and terms of employment provisions which have become complex due to the separation of different workforce groups.

### **23. Related Matters**

Provided that the settlement is ratified by 11 August 2025, it will be implemented by Education Payroll Limited on 12 October 2025.

The parties note that following ratification the Secretary for Education will promulgate an individual employment agreement for non-union employees based on the terms and conditions in the collective agreement.

Signed in Wellington on \_\_\_\_\_ by:

\_\_\_\_\_  
**Advocate for E tū**

\_\_\_\_\_  
**Advocate for the Secretary for Education**

Witnessed:

\_\_\_\_\_  
**For Te Whakarōputanga Kaitiaki Kura o Aotearoa**



## Appendix 1: Translation rule table

Translation rule	Current role	Current pay rate	New role	New pay rate effective 10 July 2025
Staff employed as an assistant groundskeeper or grounds labourer will translate to assistant caretaker.	Assistant groundskeeper	\$24.66	Assistant caretaker	\$25.28
	Grounds labourer			
Staff employed as groundstaff will translate to a grade one caretaker.	Groundstaff	\$24.66	Grade one caretaker	\$25.28
Staff employed as a senior groundskeeper will translate to a grade one caretaker unless they meet the definition of grade two caretaker (i.e. are legally able to undertake maintenance work which would normally be undertaken by a registered or qualified tradesperson), in which case they will translate to a grade two caretaker.	Senior groundskeeper	\$24.66	Grade one caretaker	\$25.28
			Grade two caretaker	\$25.38
Staff employed to supervise a minimum of 3 other employees, will translate to either a G1 or G2 supervisor caretaker depending on which caretaker definition (as set out above) they meet.	Senior groundskeeper or Groundstaff	\$24.66	Supervisor caretaker Grade 1	\$26.38
			Supervisor caretaker Grade 2	\$26.48