

# Caretaker

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| **Title of Post:** | Caretaker |
| **Nature of Position:** | Full-time |
| **Reporting to:** | Principal  Deputy Principal |

**Duties and Responsibilities:**

The duties of a Caretaker will include, but are not limited to those listed below:

1. Ensure that the school buildings are safe and secure at the conclusion of classes, examinations or functions.
2. Take care of the school premises and contents and to prevent as far as possible any damage to the structure, furniture and equipment.
3. To keep the school premises, furniture and equipment secure.
4. To keep the school premises, furniture and fittings in a clean condition.
5. To keep in a clean condition all glass doors, window, etc., and to carry out painting of walls, woodwork and window frames as directed by the Principal/Deputy Principal.
6. **General Repairs / Maintenance** which will include:

Repairing door locks; unblocking toilets and outside drains; changing light bulbs / clock batteries; having keys cut when needed.

1. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
2. To keep in safe custody, the keys of all rooms in the building and to ensure that no unauthorised person has access to any part of the building.
3. When night functions, examinations or other school functions are being held, the Caretaker will be obliged to be on duty half an hour before the start of such functions and have rooms in readiness as required.
4. To give such assistance as may be required outside the school building as directed by the Principal/Deputy Principal.
5. To keep the school grounds in good order including grass and hedge cutting, disposal of rubbish etc.
6. Go to Building Providers / Hardware Suppliers to purchase and collect materials for odd-jobs being done in the school.
7. To open and close the school as directed by the Principal/Deputy Principal. Normal opening time of the premises shall be 8.00 am unless otherwise directed. To supervise the entry of students to and their exit from the school and have all classrooms ready for classes at least half an hour before the official time of commencing.
8. **End of Year:** Carry out Locker repairs / door replacements; pull Lockers away from the walls to clean behind them; remove graffiti and stickers in preparation for the new school year.
9. To note and arrange for the receipt of furniture, equipment, stores, fuel, timber, parcels of glass and other materials for general use and for the transfer of stores, equipment and similar transactions.
10. To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the Principal or Deputy Principal.
11. To ensure all safety equipment is maintained to a standard that meets legislative requirements, thereby ensuring that it is fit for purpose. Upon hearing any alarms, to investigate with immediate effect the cause for such incidents and ensure appropriate procedures are followed. To complete all relevant documentation as required under Health and Safety legislation.

**Person Specification**

**Essential Requirements**

Proven experience/ability to undertake caretaking duties.



Experience in grounds keeping (eg garden maintenance, hedge trimming etc).

Understanding/experience in electrics, plumbing and carpentry.

Experience and understanding of Health and Safety issues.

Comfortable working at height above ground level.

Experience of taking responsibility for the security of a building.

Ability to follow instructions on equipment, materials etc.

Clean Full Driving Licence.

Punctual, reliable and trustworthy.

Ability to work effectively and supportively as a member of the school team.

Good interpersonal and communication skills.

Ability to act on own initiative, dealing with any unexpected problems that arise.

Good organisational and time management skills.

Flexible with the ability to deal with unexpected events and changing work activities.

* Willingness to work flexibly and outside normal hours as required.
* A willingness to undertake further training and development as required.
* A respect for school culture.

**Desirable Requirements**

Experience of working in a trade would be an advantage.



Attendance at courses relating to cleaning, caretaking or Health and Safety.

A completed cert in Manual Handling would be desirable (training will be provided if necessary).

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| ***Application*** |

Application form and all relevant information available upon written request to

The secretary, Board of Management, St. Mary’s Knockbeg College, Carlow.

**or**

by email request to [principal@knockbegcollege.ie](mailto:principal@knockbegcollege.ie)

All interested candidates should submit their letter of application and completed application form (CV is an optional extra) to

**by post:** The secretary, Board of Management, St. Mary’s, Knockbeg College, Carlow.

**or**

**by email** to [principal@knockbegcollege.ie](mailto:principal@knockbegcollege.ie)

Applicants must supply contact details for two referees and comply with Garda Vetting requirements.

Shortlisting may apply.

Canvassing will disqualify.

**Closing date: 5pm on Thursday 22nd August 2019**

**Commencement Date** will be 14th October 2019 and there will be a probation period of no longer than 6 months. Holidays must be taken in consultation with the school and avoid unnecessary loss of time during the school year.

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| ***General Terms and Conditions of Employment:*** | |
| **Hours of Work:** | Caretaker hours of work will be not less than 39 hours per week or equivalent to be delivered in a flexible manner over the year. Hours may be allocated between the hours of 8.00am and 11.00pm Monday to Friday. Overtime rate may be paid for work on Saturday or Sunday or for Call Outs.  Holidays must be taken at times to coincide with school holidays and by prior agreement with management. |
| **Garda Vetting:** | Employment is subject to the Garda Vetting Procedure and compliance with all appropriate Child Protection and Department of Education and Skills guidelines will be required. |