School Office Caretaker



Scoil na Coróine Mhuire Ashford

A67 X257

*Thank you for taking the time to further explore the nature of the School Caretaker position. We are lucky to have beautiful open school grounds and it’s maintenance is very important to us. Some guidelines below and feel free to browse the rest of our website.*

*Our School Caretaker is responsible for providing an efficient, confidential, co-operative and friendly service to the school community. Ideally, you have caretaking experience in a school or an educational setting or a strong background in a general maintenance capacity.*

**A suitable candidate will be:**

* Competent, hardworking, reliable, enthusiastic
* Able to work in a team environment with Principal and other school staff
* Willing to take care of the school premises & contents (furniture, equipment, plumbing,
* fittings etc)
* Willing to plan and work efficiently on own initiative & identify tasks/duties that need to be carried out in an organised manner.
* Flexibility consistent with the nature of the job.
* Respectful the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.
* A positive link person between the school and visitors to the school.

**Further to these the following are desirable:**

* Familiarity with GDPR & Data Protection requirements.
* Previous caretaking experience or previous experience in a similar role
* Business/Trade qualification is desirable.
* Experience of operating in a busy child centred environment.
* Experience in the maintenance of school & office equipment/supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.

**The School Caretaker should show flexibility as he/she will be engaged in a wide range of duties, as directed by school management.’ A comprehensive sample list of these duties is listed below. This list is not exhaustive and the duties evolve requiring constant upskilling.**

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training.

Apply by post or email to: The Chairperson, Scoil na Coróine Mhuire, Ashford, Co. Wicklow and/or to the [principal@scoilnacoroinemhuire.ie](mailto:principal@scoilnacoroinemhuire.ie) mail address only.

Enquiries to the same email address only or this phone number only 086 6023712

Deadline for receipt of applications is 3pm on Friday 5th of May 2023

**JOB DESCRIPTION OF SCHOOL CARETAKER**

In addition to the listed duties the Caretaker will undertake other duties pertaining to the role as may be decided by the School Principal and/or the Board of Management and/or as may be dictated by the needs of the Employer/School. It is expected that the Caretaker will, on his/her own initiative, identify tasks/duties that need to be carried out as part of the role subject to the authorisation of the School Principal/Board of Management as appropriate.

The duties listed are not intended to be exhaustive or exclusive.

**1.00. General duties**

* 1. To take care of/maintain the School premises, furniture, equipment and fittings and ensure that they are kept to an agreed/appropriate standard and condition
  2. To prevent insofar as it is possible, any damage to the structure, furniture, fittings and equipment of the school
  3. To take care of the School premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment
  4. To keep in a clean condition all glass in doors, windows, etc.
  5. To carry out painting and renovation work in the School as required
  6. To ensure the School is adequately heated during the cold periods of the year
  7. To exercise economy in the use of fuel and light throughout the building and prevent all unauthorised use of same
  8. To keep in safe custody the keys of all rooms in the building and to ensure that no unauthorised person has any access to any part of the building
  9. To be responsible for the supervision and maintenance of fire fighting apparatus and for putting into effect the fire regulations as instructed
  10. To maintain a register of gymnasium/PE hall/General purpose room and playing pitch bookings as allocated by the Principal/Post Holder
  11. Not to lend School property or borrow any property without permission of the School Principal or Deputy Principal
  12. To keep the School grounds generally in good order
  13. To open and close the School as directed by the School Principal
  14. To have all classrooms ready for classes
  15. To note and arrange for the receipt of stores, oil and other materials for general use, and for the transfer of stores, equipment and similar materials
  16. To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Employer, the School Principal or other identified person
  17. Where a member of staff other than the School Principal requests the Caretaker to carry out a reasonable duty, such duty will be carried out subject to the authorisation and prioritisation of the School Principal
  18. To monitor stocks of fuel and ensure sufficient is available at all times of the year
  19. To run errands as directed by the School Principal.

**2.00. Daily**

**2.01.** Place the traffic cones outside the School each morning and remove them each evening

**2.02.** Walk in and around the School each morning checking that corridors/exits etc. are free from obstruction(s) and checking for the following and make a list of any items needing attention

* + 1. Broken glass /windows which must be repaired immediately
    2. Graffiti must be removed immediately
    3. Remove litter of any kind
    4. Ensure that manhole covers are in place
    5. Ensure that covers/holders in all sport courts are secure and safe
    6. Check that the boiler house is free of litter and combustible material
    7. Check that the fuse room is free of litter and combustible material
    8. Remove all chairs from the G.P. hall after previous night’s use
    9. Dispose of any broken furniture
    10. Buff and sweep tiled areas daily on a rota basis
    11. Check with the School Principal regarding urgent repairs and regarding repairs requested by teachers
    12. Check the list kept in the office of additional jobs that must be attended to and mark off the list as the jobs are completed by **(INSERT TIME)** daily.
    13. Monitoring water meter/usage and checking for leaks/wasteful usage

**3.00. Regularly**

**3.01**. Check all the electrical equipment for loose fittings, frayed cables etc

* 1. Check the P.E. equipment for safety and continued fitness for purpose
  2. Check the fire-fighting equipment
  3. Report and repair (as appropriate) anything that could be a hazard to the health, safety and welfare of employees and pupils
  4. Ensure that tools, equipment, implements etc are in a safe and secure place and that they are inaccessible to children
  5. Cut the grass ensuring that the lawnmower is not used if there are children in the vicinity
  6. Identify shrubs that require trimming/keep all hedges, shrubs and trees trimmed and ensure in particular that none of these pose a hazard
  7. Weed the flowerbeds and pathways
  8. Clean all glass in windows, doors etc. internally and externally and clean all window frames, doors and surrounding areas internally and externally
  9. Ensure that there are latches in place to hold the doors open
  10. Ensure that all internal and external lights are in working order
  11. Ensure that there are no roof leaks
  12. Ensure that the roof tiles are intact
  13. Ensure that the floor tiles are secure.

**4.00. During adverse weather**

**4.01.** If there is frost or snow salt the path in front of the School by the roadway, from the gate to the front door, the car park and along all internal pathways on the grounds

* 1. On wet/damp mornings ensure that the floors are dried after the children have come in
  2. Ensure that the heating system is in working order and that the temperature is at the required level.

**5.00. School holidays.**

This list will be decided annually before the school holidays by the School Principal. All of the work must be completed by the deadline furnished. The following are examples of some of the work to be attended to: -

**5.01.** Painting

**5.02.** Cleaning out of the boiler house

* 1. Stripping and polishing of all tiled areas
  2. Carrying out maintenance work on furniture and equipment as appropriate
  3. Repairing/replacing furniture as required
  4. Ensuring that any agreed renovation work is attended to.
  5. Ensuring that the work which must be carried out on a daily/regular basis is attended to as required.

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