



Caretaker

General Terms & Conditions

Job Title:	Caretaker – Clonaslee College
Responsible to:	Principal of the School/Director of Schools/Chief Executive
Hours of Work:	The Caretaker will work 39 hours per week in a flexible manner that may include evenings and other times, in accordance with the requirements of the service. May have to be flexible with starting and finishing times.
Salary:	€40,498 –€41,729 (pre 2011) (Based on 39 hour week) €37,389 - €41,729(post 2011) (Based on 39 hour week)
Annual leave:	22 days per annum
Contract Type:	Permanent Post (subject to probation)

Key Responsibilities

Will have to be flexible with hours of attendance. Carry out appropriate duties as specified by the School Principal/Chief Executive.

Skills Requirements

Applicants must be flexible, willing to work under direction, work as part of the school team and work on their own initiative. They must be honest, confidential, punctual, responsible and must uphold the values of LOETB. They will have the motivation to see what must be done, and complete tasks well. Holding a valid bus drivers' licence is desirable.

Duties:

Caretakers must conform to Health, Safety and Welfare procedures in all aspects of their work. The following is a list of duties attached to the post of Caretaker:

1. To take care of the premises and its contents and to prevent, as far as possible, any damage to the structure, furniture, fittings and equipment.
2. To open the premises, as required, each morning and at other times as required prior to the commencement of business and to check that heating system is operational and that rooms are adequately heated in season.

3. To close the premises on termination of activities and to ensure that the premises is safely secured for the night, that all doors, windows, etc. are closed and that all controls on central heating systems, radiators, storage heaters, etc are set to come into timely operation in the morning in season.
4. To act as keyholder and, if required, be available for security alarm calls outside of working hours.
5. To keep safe custody of the keys of all rooms in the building and to ensure that no unauthorised person has access to any part of the building.
6. To control the entry and exit of students and other users to and from premises and grounds.
7. To be available for overtime, if required.
8. To undertake the co-ordination and supervision of the cleaning of the premises and to ensure the property is cleaned to appropriate Cleaning Standards.
9. To list promptly all requisitions for repairs to cleaning equipment or replenishing cleaning materials.
10. To remove rubbish & waste materials and to ensure their safe storage pending removal from premises.
11. To be responsible for the heating of the building(s), to ensure that boilers, burners, etc. are maintained in good working order, to ensure fuel stocks (where appropriate) are maintained at acceptable levels, and to monitor usage to ensure efficient and economic operation.
12. To monitor the electricity usage to ensure efficient and economic operation.
13. To have rooms ready for use at least half an hour prior to use.
14. To move furniture, equipment and materials as required.
15. To carry messages and errands within the premises and to other centres as required.
16. To maintain an oversight of the proper and safe use of car park spaces.
17. To carry out stewarding and other sundry duties.
18. To assist tradesmen, maintenance staff or deliverymen.
19. To assist, as may be required, with the organisation of exhibitions of students' or other works within or without the precincts of the premises.
20. To note and arrange for the receipt of stores, class materials and other materials for general use and for the transfer of stores, equipment and similar transactions.
21. To ensure each day that all fuses, light bulbs (internal and external) and light controls are in order and to replace fuses and bulbs as necessary.

22. To undertake maintenance of the premises, such as painting and repairs.
23. To carry out grounds maintenance, weeding, mowing and planting, as required and to ensure that the grounds are neat, presentable and free from litter.
24. To test drains occasionally and ensure they are kept clean and functioning properly at all times.

The above is not an exhaustive list as each school will have particular requirements. On this basis there is a requirement to carry out such other appropriate duties as may be required and generally carry out such instructions as may, from time to time, be given by the Board, the Chief Executive Officer, the Principal or responsible officer acting on their behalf.