**Kildare and Wicklow Education and Training Board**
invites applications for the following vacancy

(Temporary Replacement Post)

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| Title of Post: | **CARETAKER** |
| Nature of Position: | Employment with Kildare and Wicklow ETB |
| Reporting to: | The Principal, |

**Duties and Responsibilities:**

The duties of the Caretaker are listed below. (Duties may vary depending on the needs of the school.The Principal will confirm duties on appointment)

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, windows, etc., and to carry out painting of walls, woodwork and window frames as directed by the Principal and/or the Deputy Principal.
6. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
7. 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.
8. To open and close the school for functions outside of the normal school hours when necessary.
9. When night classes, examinations or school functions are being held, the Caretaker will be obliged to be on duty a minimum of a half an hour before the start of such classes or functions and have rooms in readiness for classes and functions. Duties as assigned by the Principal to be carried out during evening / night attendance.
10. To be available to attend alarm call out on a 24/7 basis.
11. To give such assistance as may be required outside the school building as directed by the Principal/Deputy Principal.
12. To keep the school grounds in good order.
13. To open and close the school as directed by the Principal and /or the Deputy Principal. To control 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.
14. 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.

15. 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 Committee, the Chief Executive Officer, the Principal, the Deputy Principal, or the Teacher in Charge of the school.
16. To complete all relevant documentation as required under Health and Safety legislation.
17. Co-operation with any new technology with regard to work and security of schools and other premises.
18. Co-operation in relation to call outs as a result of break-ins.
19. Co-operation with security check on school (especially in evenings, at weekends and during holidays).
20. Co-operation in efforts to heighten awareness of health and Safety in the workplace through new procedures.
21. Co-operation with on-going legislative changes.
22. Co – operation with the introduction and utilisation of new technology and acceptance that this may result in changes in existing work practices.
23. To carry out all lawful instructions of the Chief Executive Officer or his representatives.
24. *To work as part of a team with the ancillary staff, Principal and Deputy Principal in keeping the school fit for purpose.*
25. *To liaise and work with staff and students in relation to the Green Schools committee.*

**Person Specification:**

**Essential Requirements**

- Reasonable commute to work, ideally within 25km radius of the school
- Proven experience/ability to undertake caretaking duties
- Experience in grounds keeping (e.g. garden maintenance)
- Understand/experience in electrics, plumbing and carpentry
- Experience and understanding of Health and Safety issues
- Experience of taking responsibility for the security of school buildings
- Ability to follow instructions on equipment, materials etc.
- Clean 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.
- Confidentiality with regard to school business

**Desirable requirements:**

- Experience of working in a trade would be an advantage
- Current and clean category 'EB' driving licence, category 'D' an advantage. If not currently licenced for category 'D', willingness to undertake training for same, including Certificate in Professional Competency if necessary.
- Attendance at courses relating to cleaning, caretaking and / or Health and Safety.

**General Terms and Conditions of Employment:**

**Hours of work:** Caretaker hours of work will be not less than 19.5 hours per week or equivalent delivered in a flexible manner over the year. Hours may be allocated between the hours of 8:00a.m. and 11:00p.m., Monday to Friday. Overtime rate may be paid for work on Saturday or Sunday, or call outs.

**Remuneration:** €583.54 per week (Temporary Replacement Post)

These are the current rates per annum and are subject to the conditions set out by the Department of Education and Skills from time to time.

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.