



GOOD COUNSEL COLLEGE

NEW ROSS

Co Wexford

May 2017

Caretaker

- Title of Post:** Caretaker
- Nature of Position:** Fixed Term Contract (1 year) working as a Caretaker in Good Counsel College, New Ross.
- Reporting to:** Principal/Deputy Principal

Summary

Good Counsel College is a modern, campus style, large school with over 820 pupils and 60 teaching staff. The school is committed to excellence in all activities and the role of school caretaker is hugely important in ensuring that all school facilities, equipment, buildings and grounds are maintained to a very high standard.

Duties and Responsibilities

Operation and maintenance of electrical, plumbing and fire/emergency security systems. This includes utilising the associated software systems.

- Monitoring efficiency of heating system and ESB meters
- Maintenance and repair of equipment, furniture, windows, fixtures and fittings
- Upkeep and renewal of paintwork
- General tidiness of school, disposal of rubbish etc.
- Keep school grounds in good order, grass cutting etc.
- General upkeep of school in conjunction with the school cleaners
- Opening of the school at 8:15 am each morning.
- Ensuring school buildings are safe and secure at all times
- First key holder, attending to alarm call outs
- Making the school safe, particularly adverse weather conditions
- Health and Safety responsibilities
 - Full knowledge of the Health and Safety Plan.
 - Keep all fire records up-to-date and carry out scheduled testing.
 - Inform the principal/deputy principal of any risks identified.
- Strict compliance with School Child Protection Policy
- To keep in a clean and working condition all caretaking/maintenance equipment.
- To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year

- Liaise with external trades used in the ongoing maintenance of the school. Ensure work of trades is at the expected standard.
- Identify work schedules for the holiday periods for ongoing maintenance and improvement of the fabric of the school.
- Assist in the set-up of classrooms/halls for school activities.
- Other related duties.

Essential Requirements

- Proven experience/ability to undertake caretaking duties
- Experience in grounds keeping (e.g. garden maintenance)
- Understanding/experience in electrics, plumbing and carpentry
- Experience and understanding of Health and Safety issues
- Experience of taking responsibility for the security of a building
- 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
- 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.

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 8:15am and 5:15pm, Monday to Friday. Weekend work may be negotiated at appropriate rates of pay with management in exceptional circumstances.

Holidays must be taken at times to coincide with school holidays and by prior agreement with management.

Remuneration: The rate of pay is in line with Dept. of Education Caretaker rates and is subject to conditions set out by the Department of Education and Skills from time to time.

Garda Vetting: Employment is subject to Garda Vetting Procedure and Compliance with all appropriate Child Protection and Department of Education and Skills guidelines will be required.