

ADVERT ID 210317

Caretaker/Janitor

Scoil Bhríde

Bóthar Oakley Raghmallach Baile Átha Cliath D06E8K7

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Apr 11 2024 10:36:18
Application Closing Date: Thu Apr 25 2024
Commencement Date: Fri Apr 26 2024
Status of Post: Permanent
Number of Vacancies: 1
 This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: Gaelscoil
Total No. of Teaching Staff: 21
Current Enrolment: 363
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: Duties and responsibilities:
 The role of the caretaker is an important role in our school. An understanding of the duties and responsibilities of a school caretaker is central to providing an inclusive and nurturing physical environment for all.

Position:
 This is a Permanent Position

Reporting:
 The Caretaker reports to the Principal. A weekly reporting sheet is provided.

Hours of Work:
 The working hours are 8am to 3pm Monday to Friday. This includes an hour for lunch every day so it is a 30 hour week. Flexibility is necessary as there are some times during the course of the school year where you would be required to work outside of these hours in order to provide maintenance or to make the school building available for various events taking place. Time sheet will be provided for record keeping.

Annual Leave:
 4 weeks per year paid in advance at the normal weekly rate.

Morning Duties:

The Caretaker is a Keyholder.

Open the school building every morning at 8am.

Check school grounds first thing every morning after opening and clear away any rubbish and maintain areas requiring maintenance.

Open windows, doors, gates at the beginning of the day.

Check toilet areas for possible early morning maintenance.

Monitor the carpark from 8.20am to 9am (times can vary).

Security for the school during opening hours.

Close windows, doors, gates at the end of the day.

Health and Safety:

The Caretaker is the Safety Officer for the staff.

A list of health and safety responsibilities is available as part of the Health and Safety Statement.

It is reviewed by the caretaker, the management teachers and the Board of Management when necessary.

Maintenance and Repair (This is a non-exhaustive list and is a sample of duties.):

General upkeep and maintenance of the school building and the school grounds on a daily basis.

Respond to emergency maintenance needs during the school day such as leaks, spills, breakages or any other safety hazards.

General upkeep and cleaning of school during the school day if necessary as a result of leaks, spills, breakages and other safety hazards.

Maintenance and repair of furniture and fittings.

Renewal/touch up of paintwork (indoors and outdoors) where necessary.

Oversee the general cleaning of the school through liaison with the contract cleaning company and consultation with the Principal.

Replenishment of soap dispensers, toilet paper and paper towels throughout the school on a daily basis if necessary.

Notify Principal/School Secretary if cleaning products need replenishment.

General upkeep and cleaning of school during the school day if necessary.

Keep the yards and carpark clear of rubbish and weeds.

Clean astro surface in yards as per school protocol.

Manage weekly refuse collection.

Clean windows/doors where necessary during the school day.

Where other maintenance issues arise during a school day they too will need attention.

School Policies and Procedures:

The Caretaker will adhere to school policies and will be part of a team implementing school policy through health and safety policies and procedures.

Consultation with the school Principal in relation to policies and procedures is required from time to time.

Compliance with Child Safeguarding is essential and Child Safeguarding training is mandatory.

Garda Vetting will be carried out through the school office. This procedure takes a number of weeks after appointment of a successful candidate.

Experience:

The Caretaker will work as part of a school team.

We are a Gaelscoil and the 'cúpla focal' (the few words) would be helpful.

An ability to communicate effectively and professionally with members of staff, children, parents, other contractors and the wider community is required.

General maintenance experience is essential.

An ability to help out where help is needed is essential.

Confidentiality is essential.

An ability to work in consultation with school management is essential.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18817C
Apply To: email: cathaoirleach@scoilbhride1917.ie

An Cathaoirleach
Scoil Bhríde
Bóthar Oakley
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