

## **Caretaker**

### **Job Description**



#### Hours

Your normal weekly working hours are:

Monday to Friday 2pm-7pm

Friday: 2pm-6pm

#### **1.00. General duties**

1.01. 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

1.02. To prevent insofar as it is possible, any damage to the structure, furniture, fittings and equipment of the school

1.03. To take care of the school premises and contents as far as possible. To report suspicious happenings and unauthorised persons on the premises.

1.04. To carry out painting and renovation work in the school as required

1.05. To monitor the level of heat in the school during the year. To exercise economy in the use of fuel and light throughout the building and prevent all unauthorised use of same

1.06. 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

1.07. To be responsible for the supervision and maintenance of firefighting apparatus and for putting into effect the fire regulations as instructed

1.08 To ensure the maintenance of Security Alarms, Burglar Alarms, Lifts and Photocopiers by contacting service contractors when necessary.

1.09. To keep an inventory of school property. Not to lend School property or borrow any property without permission of the School Principal or Deputy Principal

1.10. To keep the school grounds generally in good order by looking after flowerbeds and prevent litter or trespass thereon.

1.11. To open and close the school as directed by the School Principal

- 1.12. 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
- 1.13. 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
- 1.14. 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
- 1.15. To monitor stocks of fuel and ensure sufficient is available at all times of the year
- 1.16. To run errands as directed by the School Principal.
- 1.17 To assist with the maintenance of the student lockers and to assist in the distribution of lockers to students and the collect of keys.
- 1.18 To assist with events and activities relevant to the school such as Open Night, ceremonies, viewing of scripts, State Examinations etc
- 1.19 To be available to respond to put of hours alarm activation and follow up response
- 1.20 Cleaning duties in zones designated by principal.

## **2.00. Daily**

- 2.01. To open the access gates to the school and to unset the school alarms. To ensure the access doors to the school are open and unrestricted.
- 2.02 Walk in and around the school each morning checking that corridors/exits etc. are free from obstruction(s) and checking and attending to the following: Broken glass /windows which must be repaired immediately, Graffiti to be removed immediately, litter of any kind to be removed immediately, any spillage or wet that may cause harm, ensure that manhole covers are in place, Check that the boiler house is free of litter and combustible material, Remove any chairs/tables from the halls, or corridors after previous night's use, Dispose of any broken furniture
- 2.03 check the toilets after all break times to ensure the no damage is done. Ensure that all toilets are provisioned correctly.
- 2.04 Clear out and keep tidy all storerooms in Main Building, and Dressing Rooms.
- 2.05 Clear litter before it accumulates. Order a skip or shredding service if necessary.
- 2.06 Set up rooms and Halls for exams and clear away afterwards.
- 2.07 Be on call for day-to-day emergencies e.g. spillages or alarm going off
- 2.08 Ensure that bins are collected and that no unauthorized persons use them. Keep bin-yard tidy.
- 2.09 Check with the School Principal regarding urgent repairs and regarding repairs requested by teachers and check the list of additional jobs that must be attended to and mark off the list as the jobs are completed.

**3.00. Regularly**

- 3.01. Check the fire-fighting equipment
- 3.02. Report and repair (as appropriate) anything that could be a hazard to the health, safety and welfare of employees and pupils
- 3.03. Ensure that tools, equipment, implements etc are in a safe and secure place and that they are inaccessible to children
- 3.04 Line pitches, draw nets behind goalposts for games, tie back nets to single poles when not in use in order to prevent wind damage, maintain nets in tennis court and paint lines there when necessary,
- 3.05 Contact the Grounds Contractor to ensure that lawns and pitches are maintained in proper condition by cutting grass, collecting clippings, fertilizing and spiking pitches as required.
- 3.06. Ensure that there are latches in place to hold the doors open
- 3.07. Ensure that all internal and external lights are in working order
- 3.08. Ensure that there are roof leaks are followed up on
- 3.09. Ensure that the floor tiles and slabs on pathways are secure.

**4.00. During adverse weather**

- 4.01. If there is frost or snow salt from the gate to the front door, the car park and along all internal pathways on the grounds
- 4.02. On wet/damp mornings ensure that the floors are dried after the pupils have come in
- 4.03. Ensure that the heating system is in working order and that the temperature is at the required level. This may require visiting the school during holidays.

**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 touch up
- 5.02. Carrying out maintenance work on furniture and equipment as appropriate
- 5.03. Repairing/replacing furniture as required
- 5.04. Ensuring that any agreed renovation work is attended to.

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 Board of Management, Principal, Deputy Principal or other person placed in charge over you.