



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD



Job Description and Person Specification

Permanent Part time Caretaker

Two Mile Community National School, Killarney

Nature of Post

Permanent Part time Caretaker Post – 12 hours per week

Location

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require.

Centre of first assignment is Two Mile Community National School, Killarney.

Reporting/Accountability Relationship

Caretaker will report to Principal

Salary

Salary Scale and Conditions of Service will be in accordance with the regulations of the Department of Education and Skills.

Duties

1. To open the school each morning and at other times as required prior to commencement of classes or meetings and to be similarly available at school break times (where required). This may require flexible working hours. To have all classrooms ready for the meeting of classes at least half an hour before the official time of commencing.
2. To close the school each day and night on termination of school activities and to ensure that the school is safely secured for the night and that all doors, windows etc., are closed and that all controls on central heating systems, radiators, storage heaters are set to come into timely operation in the morning in season.
3. To open and close the school for functions outside of the normal school hours when necessary.
4. Ensure that school buildings are safe and secure at the conclusion of classes examinations or functions.

5. To co-operate on an on-going basis in the introduction, operation and training on the use of new or improved information technology, applications, processes and other equipment deemed necessary for the performance of your duties, and acceptance that this may result in change in existing work practices. These may include use of computers, developments in security, safety and communications. They may also include attendance recording systems which will be subject to prior local discussion.
6. To co-operate in the introduction and operation of new plant and equipment.
7. To perform such duties in accordance with quality initiatives and standards.
8. To take delivery of all materials received and to record those deliveries as directed. Transfer of such materials to stores or other appropriate place.
9. To accept responsibility for and to take care of the school premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings or equipment on the part of students or others.
10. To keep the school/centre premises, furniture and fittings clean and in a well-maintained condition including glass doors and windows.
11. To provide such cleaning services as may be required.
12. To list promptly all requisitions for repairs to cleaning equipment or for replenishing of materials. To write up such records relating to their work and the work of cleaning staff as are required.
13. When night classes (if applicable), examinations or school functions are being held, 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.
14. To arrange that all classrooms are adequately heated before classes commence. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
15. To look after the fuel boiler, to carry out or organise routine maintenance and as far as possible, to ensure efficient operation and to check and report on fuel stocks regularly. To exercise economy in the use of fuel and light throughout the building, and to prevent all unauthorised use of same.
16. 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.
17. To ensure proper maintenance of all school grounds undertaking weeding, mowing and planting, as required. Including the maintenance of the school garden and demonstration plots. To ensure that the grounds are free of litter and are always neat and presentable and to prevent trespass thereon.

18. To co-operate in efforts to heighten awareness of health and safety in the workplace through new procedures. To conform to Health, Safety and Welfare procedures in all aspects of his/her work. To ensure co operation with ongoing legislative changes.
19. To ensure each day that all fuses, light bulbs and light and heat controls are in order and to replace fuses and bulbs as necessary.
20. To be responsible throughout the year for maintenance of the building in line with Kerry ETB maintenance guidelines under the supervision of the Principal (Guidelines available from School Principal). Including undertaking minor repairs to premises, fixtures and fittings and paintwork as directed.
21. To ensure that the gutters and accessible roof areas of the building are kept clear and clean.
22. To test all drains occasionally and ensure that they are kept clean and functioning properly at all times.
23. To undertake, during vacation periods, when the school is closed, a thorough cleaning and polishing of such parts of the building as may be assigned to him/her and of the furniture therein; to carry out minor repairs and paintwork as directed.
24. In relation to emergency on call services best practise/needs of school – by agreement applies.
25. To bring to the notice of the appropriate authorities ie, Principal/Director of Schools, Youth & Music/CEO any acts of misconduct observed.
26. To give such assistance as may be required in connection with the organisation of exhibitions of students' work whether within or without the precincts of the school.
27. To carry out his/her duties at such times and for such periods each day as may be determined by the Principal/Director of Schools, Youth & Music.
28. To maintain ethical behaviour and fairness in the carrying out of duties, and, to use the Kerry ETB Code of Conduct as a guide in the performance of such duties.
29. To work as part of a team with the ancillary staff, Principal in keeping the school fit for purpose.
30. To co-operate with efforts to improve value for money and general efficiency in the provision of services.
31. Only where directed by the Principal/Director of Schools Youth & Music/CEO or other designated person to liaise with external qualified contractors.
32. To contribute to the development of effective teams.
33. To fully co-operate with the development and expansion of Government programmes.

34. To liaise and work with staff and students in relation to the Green Schools committee
35. To ensure compliance with organisational policies, procedures and legislation.
36. To be available for overtime if required

To perform such other duties as may be required and generally to carry out such lawful instructions as may from time to time be given by the Principal/ Director of Schools Youth and Music/CEO the Board or other responsible officer acting on their behalf.

Person Specification

CARETAKER PERSON SPECIFICATION:

Essential Requirements:

- Proven experience to undertake caretaking duties
- Experience in grounds keeping e.g. garden maintenance
- Understanding/experience in electrics, plumbing and carpentry
- Experience of taking responsibility for the security of buildings
- Experience and understanding of Health and Safety
- Full Clean Driving Licence

Desirable Requirements:

- 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 may arise
- Punctual, reliable and trustworthy

Short listing will take place on the basis of evidence provided in the application form.

The person appointed will be required to show evidence of the following:

Specialist Knowledge & Expertise:

- Is committed to self-development and continuously seeks to improve personal performance
- Proven experience to undertake caretaking duties.
- Experience in grounds keeping e.g. garden maintenance
- Understanding/experience in electrics, plumbing and carpentry
- Experience of taking responsibility for the security of buildings

Knowledge of Health and Safety:

- Experience and understanding of Health and Safety issues

Team Work:

- Show respect for colleagues and co-workers
- Ability to work effectively and supportively as a member of the school team
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

Customer Service and Communication Skills:

- Actively listens to others understanding their perspectives/requirements/needs
- Communicates clearly and concisely when speaking and in writing
- Ability to follow instructions on equipment, materials etc.
- Good interpersonal and communication skills

Delivery of Results:

- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard
- Identifies and appreciates the urgency and importance of different tasks
- Punctual, reliable and trustworthy

Drive & Commitment to Public Service Values:

- Consistently strives to perform at a high level and deliver a quality service
- Is thorough and conscientious, even if work is routine
- Demonstrates resilience in the face of significant demands and challenges
- Ensures that the customer is at the heart of all services provided
- Is personally honest and trustworthy
- Acts with integrity and supports this in others

Kerry ETB Core Values: Respect, Quality, Equality, Inclusion and Learning