

# St. Declan's NS Caretaker Recruitment

## Caretaker Job Description

In addition to the listed duties below, the caretaker will undertake other duties as may be decided by the principal and/or the Board of Management and/or as may be determined by the needs of St. Declan's NS.

The Caretaker will be required to:

- open and close the school as directed by the principal/deputy principal
- keep in safe custody the keys of all rooms in the building
- walk in and around the school each morning and check the school is safe for the children and staff.
- maintain the school premises, furniture, equipment and fittings and ensure that they are kept to an agreed standard and condition
- to prevent in so far as it is possible, any damage to the structure, furniture, fittings and equipment of the school
- 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.
- keep the school grounds in good order by looking after flowerbeds, cutting the grass and helping to keep the school litter free
- check the toilets after break times to ensure no damage is done. Ensure that all toilets are provisioned correctly
- be on call for day to day emergencies e.g. spillages or alarms going off
- empty all bins at the end of the school day.
- report and repair (as appropriate) anything that could be a hazard to the health, safety and welfare of employees and pupils including unblocking toilets
- keep in a clean condition all glass doors, windows, etc.
- maintain school storage areas
- source and liaise with contractors to complete works beyond the scope of the caretaker with prior agreement of the Principal/BOM
- to complete relevant documentation under the Health and Safety legislation
- ensure that tools, equipment, implements etc are in a safe and secure place and that they are inaccessible to children.
- ensure that all internal and external lights are in working order.
- report suspicious happenings and unauthorised persons on the premises to the deputy principal/principal
- carry out painting and renovation work in the school as required

- carry out maintenance work as appropriate during term time and school holidays
- monitor the level of heat in the school to ensure comfort and wellbeing of students and staff and to monitor stocks of fuel and ensure sufficient is available at all times of the year.
- be responsible for the supervision and maintenance of firefighting apparatus
- ensure the maintenance of alarms, burglar alarms, and lifts by contacting service contractors when necessary
- take delivery of equipment and distribute appropriately
- run errands as requested by the school principal
- take the necessary steps to ensure that the school is safe during adverse weather conditions ( this may require working outside of regular work hours with prior approval of the Principal/BOM)
- keep an inventory of school property and not lend school property or borrow any property without prior permission of the school Principal.

**It is expected that the caretaker will, on their own initiative, identify tasks/duties that need to be carried out as part of the role subject to the authorisation of the school principal/Board of Management as appropriate.**

**The duties listed are not intended to be exhaustive or exclusive.**

Salary in line with Department of Education pay scale €31,200 per year

Applicants must have a driving licence.

The position is subject to Garda Vetting.

Job Type: Full-time 40 hours per week @ €15 per hour

Application deadline: 11th March 2025

Please send your CV and letter of application to

Caretaker applications

St. Declan's NS

Water Street

Waterford