



Kildare and Wicklow Education and Training Board

Invites applications for the following vacancy

Title of Post:	Caretaker
Location:	Naas Further Education and Training Centre
Hours:	27 hours per week
Nature of Position:	Employment with Kildare and Wicklow ETB
Reporting to:	The FET Coordinator

Duties and Responsibilities:

The duties of the Caretaker are listed below. Duties may vary depending on the needs of the Further Education and Training Centre (FET). The FET co-ordinator will confirm duties on appointment.

1. Ensure that the FET buildings are safe and secure at the beginning and at the end of classes, examinations or functions.
2. Maintain the FET premises and contents and to prevent as far as possible, any damage to the structure, furniture and equipment of the centre.
3. To keep the FET premises, furniture and equipment secure.
4. To keep the FET premises, furniture and fittings in a clean and safe condition.
5. Maintain and clean all glass doors, windows, furniture and flooring. Upkeep of the building to include, painting of walls, wood-work and window frames as directed by the co-ordinator.
6. Maintain and ensure the efficient heating of the building. Safeguard the heating and water pipes during the cold periods of the year.
7. Manage the security of all equipment and materials. Ensure that no unauthorised persons have access to any part of the building.
8. Manage the keyholding for the premises.
9. To open and close the FET centre for functions outside of the normal centre opening hours.
10. Provide centre cover for timetabled morning, afternoon and evening classes as instructed by the FET co-ordinator.
11. To give such assistance, as may be required outside the FET building as directed by the FET co-ordinator.
12. To maintain the outside of the FET centre.
13. To open and close the FET centre as directed by the FET co-ordinator. To control the entry of students and their exit from the FET centre in a safely and orderly manner.
14. Take an active role in ensuring that all Health and Safety procedures are complied with.
15. Update the Health and Safety procedures as required. Complete all relevant documentation as required under Health and Safety legislation.
16. Complete all necessary Health and Safety training as instructed by the FET centre co-ordinator.
17. Assist with the Asset Management system and inventory records within the FET centre.
18. To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the KWETB Committee, the Chief Executive Officer, the



Principal, the Deputy Principal or the FET co-ordinator.

19. Co-operation with any new technology with regard to work and security of schools and other premises.
20. Co-operation in relation to call outs as a result of break-ins.
21. Co-operation with security check on FET centres (especially in evenings, at weekends and during holidays).
22. Co-operation in efforts to heighten awareness of health and Safety in the workplace through new procedures.
23. Co-operation with on-going legislative changes.
24. Co – operation with the introduction and utilisation of new technology and acceptance that this may result in changes in existing work practices.
25. To work as part of a team with the ancillary staff, FET co-ordinator in keeping the FET centre fit for purpose.
26. To carry out all lawful instructions of the Chief Executive or their representative.

The above list is a guide to the general range of duties in the post. It is not intended to be either definitive or restrictive and will be subject to periodic review.

Person Specification:

Essential Requirements

- Reasonable commute to work, ideally within 25km radius of the school
- Proven experience/ability to undertake caretaking duties
- Experience in grounds keeping (e.g. garden maintenance)
- Understand/experience in electrics, plumbing and carpentry
- Experience and understanding of Health and Safety issues
- Experience of taking responsibility for the security of school buildings
- Ability to follow instructions on equipment, materials etc.
- 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
- Willingness to work flexibly and outside normal hours as required
- A willingness to undertake further training and development as required.
- A respect for school culture.
- Confidentiality with regard to school business

Desirable requirements:

- Experience of working in a trade would be an advantage
- Current and clean category 'EB' driving licence an advantage.
- Attendance at courses relating to cleaning, caretaking and / or Health and Safety.

General Terms and Conditions of Employment:



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CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Hours of work: Caretaker hours of work will be not less than 27 hours per week or equivalent, delivered in a flexible manner over the year. Hours may be allocated between the hours of 8:00a.m. and 10:00p.m approx., Monday to Friday. Overtime rate may be paid for work on Saturday or Sunday, or call outs.

Annual Leave: Holidays must be taken at times to coincide with school holidays and by prior agreement with management. Annual leave entitlement is 22 days per annum.

Remuneration: New entrant rate, **salary increase 01/10/2023**

€440.34 weekly on recruitment and €449.96 weekly after 6 months of employment

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

Dr Deirdre Keyes, Chief Executive. KWETB, Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare W91 X77F