

## **Kildare and Wicklow Education and Training Board**

Invites applications for the following vacancy

<b>Title of Post:</b>	<b>Caretaker – Permanent, Full-time</b>
<b>Location:</b>	<b>Bray Institute of Further Education, Novara Avenue, Bray, Co. Wicklow</b>
<b>Hours:</b>	<b>39 hours per week</b>
<b>Nature of Position:</b>	<b>Employment with Kildare and Wicklow ETB</b>
<b>Reporting to:</b>	<b>Principal Raymond Tedders</b>

### **Duties and Responsibilities:**

The duties of the Caretaker are listed below. Duties may vary depending on the needs of the school. The Principal will confirm duties on appointment.

1. Ensure that buildings are safe and secure at the conclusion of classes, examinations, or functions.
2. Take care of the school premises and contents and to prevent as far as possible any damage to the structure, furniture and equipment.
3. To keep the school premises, furniture and equipment secure.
4. To keep the school premises, furniture and fittings in a clean condition.
5. To keep in a clean condition all glass doors, windows etc., and to carry out painting of walls, woodwork and window frames as directed by the Principal and/or the Deputy Principal.
6. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
7. 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.
8. To open and close the school for functions outside of the normal hours when necessary.
9. When night classes, examinations or school functions are being held, the Caretaker will be obliged to 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.
10. Duties as assigned by the Principal/Deputy to be carried out during evening/night attendance.
11. To be available to attend alarm call out if required.
12. To give such assistance as may be required outside the centre building as directed by the Principal/Deputy.
13. To keep the grounds in good order.

14. To open and close the school as directed by the Principal/Deputy.
15. To note and arrange for the receipt of furniture, equipment, stores, fuel, timber, parcels of glass and other materials for general use and for the transfer of stores, equipment and similar transactions.
16. 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 Principal/Deputy.
17. To complete all relevant documentation as required under Health and Safety legislation.
18. Co-operation with any new technology with regard to work and security of school and other premises.
19. Co-operation in relation to call outs as a result of break-ins.
20. Co-operation with security check on school (especially in evenings, at weekends and during holidays).
21. Co-operation in efforts to heighten awareness of health and Safety in the workplace through new procedures.
22. Co-operation with on-going legislative changes.
23. Co-operation with the introduction and utilisation of new technology and acceptance that this may result in changes in existing work practices.
24. To work as part of a team with the staff, Principal/Deputy in keeping the school fit for purpose.
25. 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
- 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 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 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:**

**Hours of work:**

39 hours per week.

**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.

**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, Chestnut House, Millennium Park, Osberstown, Naas, Co. Kildare, W91 FH6T**