

Caretaker

Coláiste Nano Nagle



Title of Post: Caretaker

Reporting to: Principal
Deputy Principal

Duties and Responsibilities:

The duties and responsibilities in the position include but are not limited to:

- a) to take care of the school/PLC's premises, furniture and fittings and ensure that they are kept to an agreed standard and condition.
- b) to take care of the school/PLC, premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.
- c) To monitor that all maintenance contracts are being carried out e.g. alarms, fire, electrics and the school/PLC, is in compliance with all regulations.
- d) To liaise with contractors working in the school/PLC where the needs arises.
- e) to keep in a clean condition all glass in doors, windows, etc.
- f) to carry out painting, distempering, and renovation work in the school/PLC
- g) to see to the heating of the building during the cold periods of the year
- h) to exercise economy in the use of fuel and light throughout the building and prevent all unauthorised use of same
- i) 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
- j) to be responsible for the supervision and maintenance of fire fighting apparatus and for putting into effect the fire regulations as instructed
- k) to maintain a register of gymnasium hire as allocated by the Principal
- l) not to lend school/PLC property or borrow any property without permission of Principal or Deputy Principal
- m) to keep the school/PLC grounds generally in good order and to prevent trespass thereon. This includes removing waste from classrooms and grounds and grass cutting/maintenance of shrubbery.
- n) to open and close the school/PLC as directed by the responsible officer – Principal or Deputy Principal.
- o) to have all classrooms ready for meetings and classes
- p) to inspect toilets on a daily basis and remove graffiti and paint as necessary and ensure there is

sufficient PPE

- q) to inspect classrooms on a daily basis and remove graffiti and paint as necessary and ensure there is sufficient PPE
- r) to note and arrange for the receipt of stores, fuel, timber, iron, parcels of glass and other materials for general use, and for the transfer of stores, equipment and similar materials
- s) To maintain/replace audio visual equipment
- t) To clear drains
- u) To stock control all caretaking supplies
- v) 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 identified person placed in charge over him.
- w) Where a member of staff other than senior management requests the Caretaker to carry out a reasonable duty, such duty will be carried out subject to the authorisation and prioritisation of the Principal/Deputy Principal.
- x) To observe school/PLC policies in respect of Child Protection, Dignity in the Workplace and the Health and Safety Statement.