

JOB DESCRIPTION OF SCHOOL CARETAKER. – Mercy Mounthawk (September 2024)

General notes:

The Job spec for a caretaker at Mercy Mounthawk has two elements, Schedule A (duties specific to this role) and Schedule B (general duties of the caretakers). This caretaker will be required to undertake the work in Schedule A which is specific to this caretaker role and elements of Schedule B as time allows and in line with the overall school work schedule of the school.

Caretakers undertake other duties pertaining to the role as may be decided by the School Principal and/or the Board of Management and/or as may be dictated by the needs of the Employer/School.

Most importantly, it is expected that the Caretaker will, on his/her 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 capacity of the caretaker to engage with the duties with initiative is central to the role and the understanding of the caretaker role in the school.

It is expected that each caretaker will be part of the team at Mercy Mounthawk and the capacity to engage with the team and to work with the teachers and other ancillary staff for the smooth functioning of the school is essential to the post.

Schedule A DUTIES SPECIFIC to the posts now advertised.

- 1.01 Hours of work in his post will normally be delivered on weekdays (Wednesday, Thursday Friday) between 2:00 and 9:00 p.m. On occasion, flexibility of delivery on week days will be required to meet school needs and this will be indicated by the line managers in advance. This is particularly the case on days when halls have to set up and organised for examinations and events.
- 1.02 This caretaker will have specific duties related to closing the school in the evening and the setting of the alarms at night in all buildings on the site. A full check of all buildings should be completed prior to locking and setting alarms. Locking of the main gates.

Key holding for the building and grounds.
- 1.03 This caretaker role will involve oversight and management of the renting of the gym, pitches, fitness suite and dressing rooms – co-ordination with the DP and accounts secretary in relation to the timetable and calendar. Co-ordination with the users of the facilities to ensure smooth running of the venues and the proper maintenance of the venues for school use.
- 1.04 Maintenance / cleaning of the gym floor and bleachers on a daily basis. Remove any chairs/tables from the G.P. hall, Gym or corridors after evening use. In all aspects of this work, the priority of the facilities for school use is understood.

- 1.05 Responsibility for the preparation and maintenance of facilities in the gym, changing rooms, study halls and centenary hall for special events, talks, examinations etc... (putting out / taking up of the floor covering, chairs, desks etc...)
- 1.06 Specific responsibility for the collection and emptying of all bins in the school building and other buildings (from the start time of 2:00). This involves the sorting of rubbish and an engagement with the management of the rubbish collection and costs.
- Responsibility for the control/collection of student books and clothes deposited on racks and in unauthorised places and the storage of these items in the lost/found room.
- 1.07 Maintenance/litter control on the hardcourts and pitches and school grounds on a daily basis
- 1.08 Responsibility for bins, rubbish, furniture and equipment stores and cleanliness of the prefabs, gym, fitness suite, changing rooms. Oversight of heating and lighting use in these areas. Responsibility for the security of these buildings.
- 1.09 This caretaker will have maintenance duties in relation to the pitches and the hardcourt areas. Duties include: lining pitches, drawing nets behind goalposts for games, tie back nets to single poles when not in use in order to prevent wind damage, maintaining goal nets (putting out and taking in), and hoops in the tennis courts/basketball courts and paint lines there when necessary. Upkeep of the grounds in relation to litter. Mowing of certain areas of the grounds and the maintenance of flower beds and weed control on the grounds.
- Maintenance of the hard court and other designated fire collection points to the required standard.

Schedule B - General Caretaker Duties

This Caretaker will undertake the general caretaker duties as outlined here in consultation with the other caretakers *as time allows*. Work of specific maintenance and caretaking projects will be negotiated between both caretakers and school management and a schedule for the delivery of ongoing maintenance work will be established. In particular note that this caretaker will have the same general disposition and responsibility for the care of the plant as expected of all caretakers – outlined in section 1 below (general duties).

This caretaker will share in the general duties of care of caretakers in the school.

1.00. General duties of care

1.01. To take care of/maintain the School premises, furniture, equipment and fittings and ensure that they are kept to an agreed/appropriate standard and condition

1.02. To prevent insofar as it is possible, any damage to the structure, furniture, fittings and equipment of the school

1.03. To take care of the School premises and contents as far as possible. To report suspicious happenings and unauthorised persons on the premises.

1.04. To carry out painting and renovation work in the School as required

1.05. To monitor the level of heat in the school during the year. To exercise economy in the use of fuel and light throughout the building and prevent all unauthorised use of same

1.06. 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

1.07. To monitor the firefighting apparatus in the school and to put into effect the fire regulations as instructed

1.08. To ensure the maintenance of Security Alarms, Burglar Alarms, Lifts and Photocopiers by reporting defects when necessary.

1.09. Not to lend School property or borrow any property without permission of the School Principal or Deputy Principal

1.10. To keep the School grounds generally in good order by looking after flowerbeds as agreed in the maintenance schedule and to prevent litter or trespass thereon.

1.11. To open and close the School as directed by the School Principal

1.12. 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 Employer, the School Principal or other identified person

1.13. 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

2.00. Daily

2.01. Check the toilets after all break times to ensure the no damage is done. Ensure that all toilets are provisioned correctly.

2.02. Collect bins from rooms of Main Building, Gym, Fitness Suite and Dressing Rooms. Pack bins. Maintain bins and packer. Ensure that bins are collected and that no unauthorised persons use them. Keep bin-yard tidy.

3.00. Regularly

3.01. Report and repair (as appropriate) anything that could be a hazard to the health, safety and welfare of employees and pupils

3.02. Identify shrubs that require trimming/keep all hedges, shrubs and trees trimmed and ensure in particular that none of these pose a hazard. Weed the flowerbeds and pathways. Plant shrubs and hedges, trim edges of lawns, apply weed-killer and antifungals to paths and driveways, line pitches,

draw nets behind goalposts for games, tie back nets to single poles when not in use in order to prevent wind damage, maintain nets in tennis court and paint lines there when necessary.

3.03. Ensure that the floor tiles and slabs on pathways are secure.

In the case of 3.01 to 3.03 – when necessary ensure that contractors are contacted to address the defects.

4.00. School holidays.

This list will be decided annually before the school holidays by the School Principal. All of the work must be completed by the deadline furnished. The following are examples of some of the work to be attended to:-

5.01. Painting

4.02. Carrying out maintenance work on furniture and equipment as appropriate

4.03. Repairing/replacing furniture as required

4.04. Ensuring that any agreed renovation work is attended to.

4.05. Ensuring that the work which must be carried out on a daily/regular basis is attended to as required.

Please be advised that there may be changes to this work schedule on the basis of need, unfolding experience, developing circumstances and unforeseen contingencies. School management reserves the right to make these changes in the best interest of the good running of the school and the correct upkeep of the facilities.