



## Caretaker Job Description

**Place of work:** Sandymount Park ETSS, Newgrove Avenue, Sandymount D04 Y1F6

**Hours:** 40 hours 10am-6pm Monday - Friday

**Probationary period:** 6 months

**Annual leave:** 22 days per year for full time, pro rata for part time. To be taken during periods of standardised school closure and/or school summer holidays. Standardised school closure in this regard refers to the October and February mid-term breaks; Christmas and Easter holidays and school summer holidays. Not more than 10 working days can be taken together at any given time.

**Pay:** €15.50 per hour

**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 Sandymount Park Educate Together Secondary School.**

The Caretaker will be required to:

- maintain the school premises, furniture, equipment and fittings and ensure that they are kept to an agreed standard and condition
- 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 school holidays
- monitor the level of heat in the school to ensure comfort and wellbeing of students and staff while exercising economy
- keep in safe custody the keys of all rooms in the building
- be responsible for the supervision and maintenance of firefighting apparatus
- ensure the maintenance of security alarms, burglar alarms and photocopiers by contacting service contractors when necessary
- keep the school grounds in good order by looking after flowerbeds, cutting the grass and helping to keep the school litter free
- open and close the school as directed by the principal/deputy principal.
- take delivery of equipment and distribute appropriately
- run errands as requested by the school principal
- assist with school meetings and events, this may require a change to working hours on occasion
- set up and arrangement of rooms for state exams and school events
- liaise with team coaches so as to ensure sports gear is laundered, prepare for games

## Sandymount Park ETSS – Caretaker Job Specification

- assist with the maintenance of the student lockers and in the distribution of lockers to students
- support principal and deputy principal in ensuring that the school is safe during adverse weather conditions.
- report and repair (as appropriate) anything that could be a hazard to the health, safety and welfare of employees and pupils

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.

