

# CARETAKER, 39 HOURS PER WEEK (PERMANENT)

## BALLYBAY COMMUNITY COLLEGE

### JOB DESCRIPTION

**1. NATURE OF POST:**

Permanent Full-time contract, 39 hours per week.

**2. SALARY:**

The Salary attached to this post will be the Caretakers Salary Scale. Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Caretakers.

**3. HEALTH:**

Candidate for appointment must be in good health. Prior to appointment, the successful candidate will be required to complete a pre-employment medical and submit a satisfactory certificate of health from a Doctor to be nominated by CMETB.

**4. GARDA VETTING:**

This contract is subject to Garda Vetting and no disclosure of convictions which CMETB considers would render the appointee suitable to work with children / vulnerable persons. Any conviction that, in the opinion of CMETB, renders the appointee unsuitable to work with children / vulnerable persons may give due cause for termination of the Contract of Employment.

**CMETB reserve the right to have its employees re-vetted every three years or more frequently, if deemed necessary/desirable.**

Garda Vetting application, and any disclosures that may arise from it, will be treated in the strictest confidence and, as with all personal information, held in compliance with Data Protection legislation.

**5. THE DUTIES OF THE CARETAKER WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- As Permanent Caretaker in Ballybay Community College, Ballybay, Co Monaghan, you will be required to undertake the upkeep of all associated buildings and their contents. Preventing as far as possible, any damage to the structure, furniture, fittings, and equipment therein.
- As Permanent Caretaker / groundskeeper, you will be responsible for the grounds, to include lawn mowing, planting / weeding and general upkeep of football field, maintaining the grounds in a neat and tidy manner as required.
- Responsible for the opening and closing of all buildings as required and the safe keeping of all keys / fobs / passwords entrusted to you and to ensure that no unauthorised person has any access to any part of the building, grounds, or any restricted areas thereof.
- To activate and de-activate the alarm system as required and to respond, as key-holder for out-of-hours callouts as required.
- Assist callers to the school, directing them to reception or appropriate area.
- Bring to the attention of the Principal / Deputy Principal, any acts of misconduct / vandalism observed.
- Carry out **assigned cleaning duties** to include cleaning windows, emptying indoor and outdoor bins etc and to assist cleaner/s, with indoor work when necessary.
- Keep the buildings, furniture, and fittings in a clean and working condition.
- Ensure all caretaking equipment and products are used and maintained in accordance with manufacturer's instructions.
- Report any defective equipment, breaches in security, accidents / incidents to the Principal without delay.

- Setup rooms to accommodate general day to day running and for events such as examinations / award ceremonies etc. as requested and required.
- Be proficient in the use of all the basic hand powered equipment.
- Provide assistance as may be required, in connection with the planting, care and maintenance of the grounds, carpark and pathways. Report any maintenance work to be carried out.
- Maintain in a clean condition, all glass in doors, windows, etc.
- Maintain and clean the general corridors and associated areas on a daily basis.
- Maintain and clean classrooms, staff rooms, offices and toilet and changing rooms as per an agreed schedule.
- Carry out maintenance and repairs of the school furniture as directed.
- Carry out maintenance, repair and upkeep duties, as necessary, including painting, power-hosing, clearing drains, sewer rodding etc.
- Monitor the heating of the school throughout the year.
- Undertake the day-to-day operational checks of the boilers and heating equipment, including gas boiler. Be responsible for the monitoring of the energy output following training in same.
- Ensure the boiler areas are safe and securely locked at all times.
- To exercise economy in the use of fuel and light throughout the building and to monitor and prevent all unauthorised use of same.
- Monitor the fuel stock levels and oversee, when necessary, the delivery of all fuels.
- Take meter readings at source for all services in the school in particular, electric, heat, water.
- Co-operate fully with the installation and use of new technology. To manage systems which may be introduced for example, rainwater harvesting systems, on all buildings on site in order to reduce site water charges.
- Organise and carry out alarm and fire testing drills. Ensuring all mechanical and electrical devices connected to the alarms, operate as required under fire and maintain records of same.
- Maintain the common areas of the canteen in a clean and tidy manner.
- Assist where required, in accepting delivery, locating, unpacking, and storing of all incoming goods, recording receipts of such deliveries and notifying appropriate receiver / officer / teacher of the delivery.
- Maintain confidentiality at all times in matters relating to working in the school.
- Collect and assemble waste for collection and keep waste area in a clean and tidy condition.
- Be responsible for carrying out Health and Safety checks including Fire, emergency lighting and to keep accurate and up to date records under the direction of the Principal.
- Maintain a safe and clean external environment e.g., sweeping and litter pick the grounds each morning.
- Carry out gritting of the school's footpaths, carparks and walkways during frost, ice and snow in advance of the school opening.
- Ensure that the floors are kept dry as far as possible on wet/damp mornings.
- Participate in training when necessary.
- Maintain a “**Log of Issues**” document for the school as may be requested from time to time.
- Perform any other similar duties, as may be required and generally carry out such instructions as may be given from time to time, by the Principal / Deputy Principal / Chief Executive / Director.

**This job description is a guide to the general range of duties of the Caretaker. It is not intended to be either definitive or restrictive. It will be reviewed from time to time.**

**6. DUTY HOURS:**

**39 hours per week.** Flexibility may be required.

**7. ANNUAL LEAVE:**

22 working days annual leave per annum, with pay, shall be allowed. This will be Pro-Rata for the period of employment. The annual leave year runs from 01 April to 31 March.  
Annual leave must be booked in advance following consultation with the Centre Manager.

**8. SICK LEAVE:**

Payment equal to the difference between the normal wages and the National Health Sickness Benefits may be made for a period or periods not exceeding twelve weeks in all, in any one year.

**SHORTLISTING:**

Shortlisting will take place on the basis of, the information provided in the application form. It is therefore in the applicant's own interest, to provide a detailed and accurate account of all qualifications / experience to date, in their application form.

**THE SELECTION PROCESS MAY INCLUDE:**

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A presentation

**THE SELECTION PROCESS WILL INCLUDE:**

- A competitive interview
- Reference checking
- Completion of a satisfactory pre-employment medical assessment

Closing date for receipt of applications is Thursday, 20 March 2025.

**LATE APPLICATIONS NOT ACCEPTED AND CVs NOT ACCEPTED.**

<b>ADDITIONAL INFORMATION</b>	
<b>REMUNERATION</b>	€35,157.00 per annum (€673.76 per week), less statutory deductions
<b>CLOSING DATE</b>	Thursday, 20 March 2025
<b>INTERVIEWS WILL BE HELD SHORTLY AFTER THE CLOSING DATE, IN MARKET STREET, MONAGHAN, CO. MONAGHAN.</b>	
<b>PLEASE REGULARLY CHECK YOUR EMAIL FOR UPDATES, INCLUDING SPAM FOLDERS</b>	