



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*

Job Description and Person Specification

Caretaker

Title of Post:	Caretaker
Nature of Position:	Employment with Kilkenny and Carlow Education and Training Board - College of Further Education and Training, Kilkenny.
Hours of Work:	Caretaker hours of work will be up to 19.5 hours per week to be delivered in a flexible manner over the year. Hours may be allocated between the hours of 8.30 a.m. and 10.00 p.m. Monday to Friday, and 8.30 a.m. – 5.00 p.m. on Saturday
Remuneration:	The rate of pay is currently €17.28 per hour and is subject to the conditions set out by the Department of Education from time to time.
Reporting to:	Principal/Deputy Principal or designated personnel
Other Conditions:	Offers of employment are subject to garda vetting, reference checks and pre-employment health assessment.

Duties and Responsibilities:

The duties of a Caretaker are listed below:

1. To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.
2. To be responsible for the opening and closing of College of Further Education and Training, Kilkenny as required.
3. To keep the premises, furniture and fittings in a clean condition and all work undertaken will be of a skilled nature and would be expected to be proficient in the use of all the basic hand powered equipment.
4. To work indoor or outdoor as required maintaining the surrounding grounds in a neat and tidy manner. To give such assistance as may be required in connection with the care and maintenance of the carpark, grounds and pathways and to report any maintenance work to be carried out.
5. To keep in a clean condition all glass in doors, windows, etc.
6. To maintain and clean the general corridors and associated areas on a daily basis.

7. To maintain and clean classrooms, staff rooms, offices and toilets and changing rooms as per an agreed schedule.
8. To carry out repairs to paint work and renovation work of the College of Further Education and Training, Kilkenny and furniture as directed.
9. To liaise with maintenance staff on a regular and continuous basis.
10. To monitor the heating of the building throughout the year.
11. To co-operate fully with the installation and use of the new technology including radio and/or communication systems.
12. To activate and de-activate the alarm system as required and to respond to callouts as required.
13. To exercise economy in the use of fuel and light throughout the building and to monitor and prevent all unauthorised use of same.
14. 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
15. To open and close the offices and rooms as directed by the responsible officer.
16. To have all classrooms ready at least half an hour before the official time of commencing.
17. To note and arrange for the receipt and transfer of stores, fuel, classroom material and other general material.
18. The caretaker should maintain confidentiality at all times regarding the customers using the services of Kilkenny and Carlow ETB
19. Collect and assemble waste for collection and keep waste area in a clean and tidy condition
20. To 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.
21. Maintain a safe and clean external environment e.g. gritting, sweeping and litter pick the grounds/car parking assigned to the college/school each morning.
22. If there is frost or snow salt the path in front of the college/school, the car park and along all internal pathways used to access the college.
23. On wet/damp mornings ensure that the floors are dried after the learners have entered the building.
24. To participate in training where new technologies are introduced by college/school.
25. To offer ICT/Networking support as required.
26. To perform such other similar duties, as may be required, and generally carry out such instructions as may, from time to time, be given by the College Principal, the FET Director or other responsible officer.

Person Specification

Essential Requirements

- Proven experience/ability to undertake caretaking duties.
- Experience in general maintenance of Buildings/Schools.
- Understanding/experience in electrics, plumbing, painting and carpentry.
- Experience and understanding of Health and Safety issues.
- Experience of taking responsibility for the security of a building.
- 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 college team.
- Good interpersonal and communication skills.

- 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 college culture.

Desirable Requirements

- Experience of working in a trade would be an advantage.
- Experience of ICT Support/PC Networking would be an advantage.

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A person holding the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is appointed to the position with Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on

membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are available on www.kcetb.ie.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month’s notice in writing from either side subject to statutory provisions and relevant collective agreements.

Privacy Notice

By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate’s employment contract.

Policy and Legal Framework

The Caretaker will work within the framework of National Legislation, National Agreement and Collective Agreements including, inter alia, the following:

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work (Construction) (Amendment) (No. 2) Regulations, 2008
- Policies and Procedures as adopted by the Training Services, Board of Management and Kilkenny and Carlow ETB.
- Equal Status Act, 2000
- Safety, Health and Welfare at Work (General Application) Regulations 2007

Annual Leave

Holidays must be taken at times by prior agreement with management.

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the

quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills on the application form in a clear and concise manner.

- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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