****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Caretaker |
| **Reporting To:** | School Principal or designated supervisor |
| **Tenure:** | Specific Purpose Contract covering a period of Leave |
| **Location:** | St. Declan’s Community College |
| **Applications:** | Please forward a copy of your CV to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie)  Please ensure you note ‘Caretaker – St. Declan’s Community College in the subject line. |
| **Competition Profile:** | This is an open competition |

**Summary of the Post:**

The position is for a caretaker for 39 hours per week reporting to the Principal or designated supervisor. You will be required to be flexible and to undertake such other work as may be assigned to you from time to time.

**The candidate will be required to carry out duties, not limited to but including the following:**

* Cleaning
* Security including systems functioning
* Routine inspection
* Maintenance and repairs
* Groundskeeping
* Emergency response repairs
* Suppliers and equipment inventory management
* Coordination with contractors
* Compliance monitoring

**The candidate should have the skills necessary for a caretaking role including:**

* Basic maintenance, technical and problem-solving skills
* Good attention to detail to ensure the building is clean, safe and in good working order
* Good communication, time management and organisational skills
* Good understanding of safety awareness
* Good ability to perform physically demanding tasks such as lifting, carrying and operating machinery

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Caretaker positions. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://wwetb.ie/about/organisation/human-resources/pay/> for current salary scale.

**Particulars of the Position**

The post is Specified Purpose, 39 hours per week.

**Application Form**

Please forward a copy of your CV to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie)

Please ensure you note ‘Caretaker – St. Declan’s Community College in the subject line

**Shortlisting**

WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB.