Caretaker

Job Description

The responsibilities may include any of the following:

a) To take care of the school premises and contents, and to prevent, as far as possible, any damage to the structure, furniture, fittings and equipment.

b) To keep clean the school premises, furniture and fittings and/or to ensure that they are kept clean.

c) Caretakers shall co-operate in introducing new plant and equipment.

d) To undertake the necessary duties associated with the heating of the building.

e) To exercise economy in the use of fuel and light throughout the building and prevent all unauthorised use of same.

f) 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.

g) To carry out painting, distempering and general maintenance of the school premises, furniture, equipment and plant.

h) To carry out such improvements to the school building and grounds as may be practicable, depending upon local circumstances.

i) To write up such records relating to their work and the work of cleaning staff as are required

j) To open and close the school and to admit and direct authorised persons, as directed by the responsible officer.

k) To have all classrooms ready for the meeting of classes at least half an hour before the official time of commencing.

l) To note and arrange for the receipt/collection of stores, fuel, timber, iron, parcels of glass and other materials, and for the transfer of stores, equipment and similar materials.

m) To be responsible for the maintenance of stocks of fuel, cleaning materials, toilet requisites, electrical fittings, etc.

n) Co-operate with technology;
   - Paging and tannoy systems
   - CCTV. security system
   - Swipe card and keypad entrance systems (security purposes)
   - Burglar alarms (security/controls/call outs)
   - Fire alarm systems
   - Heating systems
   - Solar panels
   - Computers

   Where necessary adequate training will be given at the expense of the school management to caretakers where new technology is introduced.

o) Multifunctioning and multi-skilled all staff will carry out all duties appropriate to their grade and will learn and utilise all the necessary skills. All staff will discharge in full the range of maintenance and semi-skilled tasks assigned to them.
p) To give such assistance as may be required in connection with the planting, care and maintenance of the school garden and demonstration plots.
q) To keep the school grounds and recreational areas generally in good order and to prevent trespassing thereon.
r) To co-operate on management initiatives.
s) To co-operate with CES, and other such initiatives.
t) To bring to the notice of the appropriate authorities any acts of misconduct observed.
u) To supervise the behaviour of children. This, however, is not intended to relieve teachers of their duties in regard to the supervision of pupils.
v) Semi-skilled work
w) To perform such other duties as may be required and generally carry out such instructions as may, from time to time, be given by the Board of Management, the Principal or other responsible officer.

Caretakers in Community and Comprehensive Schools

Modernisation/Change Agenda

1. Key Responsibilities of Caretakers
   (a) To be responsible for the maintenance of good work practices and working relationships.
   (b) To maintain and communicate information for the effective delivery of service.
   (c) To ensure compliance with organisational policies, procedures and legislation.
   (d) To support and participate in the establishment and maintenance of improved standards and quality initiatives.
   (e) To demonstrate flexibility and mobility consistent with the needs of the service.
   (f) To co-operate with the familiarisation/instruction of other employees where appropriate.
   (g) To participate and co-operate with all training initiatives as required by management.
   (h) To contribute to the development of effective teamwork within schools.
   (i) Duties will be performed in accordance with terms of their contract, quality initiatives and standards.

2. Work Processes
   (a) In order to maintain best practice, work processes will be continuously reviewed as part of on-going change/modernisation at local level to ensure the most efficient and effective delivery of service.
   (b) These reviews will take account of the school's whole school development plan.
   (c) Where vacancies arise, employers maintain the right to review each position before the post is filled based on the requirements of the organisation.
   (d) The current practice of employing both direct labour and contractors will continue, so as to ensure value for money and effective delivery of service.
   (e) Co-operation with change in relation to the following:
      I. School Development Plans – Co-operation with school development planning is a future orientated process and may involve developments and changes in various aspects of the school's policies and practices. School caretakers will participate in the school development planning process where appropriate and will co-operate with changes in policies and practices arising from the school development planning process.
      II. New schemes and changes to existing schemes – School caretakers will co-operate with the introduction of new schemes and initiatives and changes to existing schemes which are a routine feature of the work of the school.
      III. New legislation and Ministerial Regulations –School Caretakers will co-operate with new legislation and Ministerial Regulations e.g. standardisation of the school year, parent teacher meetings.

IV. Commitment to improved customer service – School Caretakers will be required to commit to the school's culture and traditions and reflect these through interaction with parents, pupils, teachers, management and the wider school community. They will implement and co-operate with directives issued by the school authority or the DES in respect of improving customer service including co-operation with new arrangements for Parent-Teacher meetings and Staff meetings.

3. Mobility and Flexibility
   (a) Acceptance of and full co-operation with all existing and new technology, equipment and management systems.
   (b) Co-operation with ongoing change in work practices subject to prior consultation.
   (c) Co-operation with the use of all forms of mobile communications for example mobile telephones, radios, pagers, electronic mail, alerts etc. as deemed appropriate by management in the context of operational requirements. Caretakers will be required to complete work sheets or other forms of documentation as requested.
   (d) Overtime will not be made available where the duties can be carried out within normal working hours. Any issues arising will be dealt with at local level in accordance with normal industrial relations procedures.
   (e) Caretakers will accept any prioritisation of workload as determined by school management following consultation with the caretaker.
   (f) Agreement that flexible starting times / finishing times can be introduced subject to prior consultation at local level.
   (g) Acceptance of all changes relating to the implementation of financial management systems as provided for in PPF.
   (h) Caretakers will take tea breaks and lunch breaks at work locations where facilities are provided or under other alternative arrangements.
   (i) Caretakers will co-operate with the introduction of paypath by 1st January 2006, where this is not applicable already.
   (j) Agreement to participation in all training and safety matters.
   (k) Co-operation with community employment schemes and other job initiative schemes.

4. Teamwork
   Employers and unions are committed to the continued development of teamwork.

5. Performance Management Development Systems
   Full co-operation with the implementation of performance management and development systems (PMDS) as provided for under national agreement. The Unions will be briefed on this system.

6. Codes of Practice
   School Caretakers will observe current industrial relations procedures for dealing with issues which might arise in the workplace. The formal procedures to include:
   Grievance Procedures (Industrial Relations Act)
   Disciplinary Procedures (Industrial Relations Act)
   School related policies in respect of Safety, Health and Welfare at Work and the relevant Codes of Practice in respect of bullying and harassment in the workplace.

7. Management of Absenteeism
   Caretakers will co-operate with the agreed Management of Absenteeism policy. The overall objective of the policy is the proper management of absenteeism, which will result in the necessary reduction in this area. All parties are committed to identifying the underlying causes of absenteeism in the workplace and in developing and implementing both existing and any new measures which will address this issue in order to improve staff conditions and service delivery.

8. Attendance Recording
   Caretakers will comply fully with the on-going use and development of attendance recording systems with prior consultation with the unions.

9. Emergency / Call-Out
   School caretakers will agree to be flexible in relation to prioritisation of workloads by the appropriate school authority. Management will give adequate notice of such workloads where possible. In the event of an emergency/call-out, there will be an acceptance of the need for best practices in the provision / maintenance of an emergency / call-out system.

10. Validation/Verification
    Payments of the phased awards contained in this agreement will be predicated on full compliance with the modernisation, flexibility and change agenda as set out in this agreement and will be subject to performance verification as set out in Sustaining Progress.

Note: The specific duties and responsibilities will vary from time to time depending on the school's requirements. The work is broad based and the Principal will agree in advance key areas in the position. The work requires the caretaking team to function in a flexible manner and work together as team.

General Information:

Please note:

- Garda vetting will apply in respect of this position.
- The successful applicant will be required to complete a medical examination by the school's medical advisor.
- References may be sought following the interview process.

Location: St Clare's Comprehensive School, Manorhamilton, Co. Leitrim

Nature of the Post and Working Hours: 39 hours per week (Monday to Friday).

Reporting Relationship: The caretaker will report on a day-to-day basis to the Principal.

Salary: Salary Scale for Caretaker (circular letter 0060/2026. The current salary scale is €37,389 to €41,729. Entry will be at the minimum of the scale, unless a higher starting point on the scale is approved by the Department of Education & Youth.

Eligibility to compete eligibility to compete is open to citizens of the European Economic Area (EEA) or non-EEA nationals with a valid work permit.

To Apply:

A Letter of Application, with an up-to-date CV should be forwarded by email to:

The Secretary of the Board of Management @

office@stclarescomprehensive.ie

The closing date for receipt of applications: **24th November 2026**