



# Vacancy – Caretaker

Navan Educate Together is currently seeking applications for the role of Caretaker. This is a Part-Time role of 15 hours per week (flexible).

## **Example of General Duties and Responsibilities:**

- Operation and maintenance of electrical, plumbing and security systems.
- Monitoring the efficiency of the heating system and ESB meters.
- Liaising with professional trades people.
- Maintenance and repair of furniture, windows, fixtures and fittings.
- Upkeep and renewal of paintwork.
- Opening and closing of the school, general security duties, including flexibility for out of hours events.
- First key holder, attending to alarm call outs.
- General tidiness and upkeep of school, liaising with school cleaners and groundskeeper.
- Making the school safe, particularly in bad weather conditions.
- Health and safety responsibilities.
- Strict compliance with School Child Protection Policy.
- Other related duties.

## **Experience and Skills Required:**

Ideally the successful candidate will have general maintenance experience

Experience of holding a position of responsibility is preferred.

A commitment to maintaining the highest of standards and the ability to improve the school environment is required.

## **Person Specification:**

This role is one of trust and responsibility requiring the successful candidate to be technically competent, hardworking, practical and create well developed maintenance systems. They must be capable of working on their own initiative.

The successful candidate must be a good communicator with adults and children, professionally confidential and must understand how their role is crucial to providing a physical environment that nurtures and encourages student learning.

The role requires the individual to be flexible relating to their hours of work. They may be required to work outside normal school to safely provide maintenance and to make facilities available. The flexibility relating to hours of work is a core responsibility of the position.

The appointment is subject to Garda Vetting and background checks. The position is subject to a 6-month probation period.

Please submit applications (Letter of application, CV and Referees) by email with Subject marked: Caretaker Application. [applications@navaneducatetogether.ie](mailto:applications@navaneducatetogether.ie) Closing date: Friday 1<sup>st</sup> October 2021

<https://www.educationposts.ie/post/view/160465>