

Galway and Roscommon Education and Training Board:
Caretaker, Coláiste Bhaile Chláir
(<https://www.activelink.ie/node/111204>)



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

CARETAKER

Coláiste Bhaile Chláir, Claregalway

Hours: 24 hours per week

(Monday to Thursday 4.00 p.m. to 8.00 p.m. and Friday 12.00p.m . to 8.30 p.m.)

Contract Type: Temporary Part-Time

Hourly Rate: €17.03– New Entrant - CL045/2024

The duties attached to the post of Caretaker are, inter alia, as follows:

1. To care for the school premises and contents and to prevent, as far as possible, any damage to structure, furniture, equipment and fittings;
2. General maintenance such as waste and composting processing and management;
3. To keep the school premises, furniture, fittings in a clean and safe condition;
4. To act as a key holder and respond to fire and burglar alarms;
5. To keep in a clean condition all glass in doors, windows, etc., where same is accessible without the use of long ladders;
6. To see to the heating of the building during the cold period of the year and to maintain the central heating systems in good working order;
7. Monitor oil and energy (gas, electricity) usage
8. To keep in safe custody the keys of all rooms in the buildings and to ensure that no unauthorised persons shall have access to any part of the buildings;
9. To open and close the centre as directed by the Principal;
10. To be responsible, under the supervision of the Principal, for the planting, care and maintenance (cutting of grass, strimming etc.) of the centre grounds and to prevent trespass thereon;
11. To note and arrange for the receipt of stores, timber, iron, parcels of class and other materials for general use, and for the transfer of stores, equipment and similar transactions;
12. To carry out any minor repairs which may be necessary from time to time and to touch up any breaches in paint on walls, furniture, etc.
13. To check equipment etc. and report missing or broken tools or furniture.
14. To observe and to assist with updating as required the Galway & Roscommon Education & Training Board Policy Statement of Safety, Health and Welfare at Work in general and in particular the responsibilities of Caretaker.

Application Process/Apply for the position:

All particulars of post and online application process can be found on the GRET B website:
<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6108> (<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6108>)

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Closing Date: 08/10/2024 12:00 PM

Region

Claregalway, Co Galway

Date Entered/Updated

27th Sep, 2024

Expiry Date

8th Oct, 2024

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