

List of duties: Caretaker (this list is indicative but not exhaustive)

- 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 – minor works to buildings.
- 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 delivery of materials, 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 new technology
 - Paging systems,
 - T.V. security (closed circuit),
 - Swipe card (security purposes/not disciplinary),

List of duties: Cleaner (this list is indicative but not exhaustive)

- a) The Board of Management will require that the school be cleaned internally to a standard suitable for occupation (teachers/staff/students).
- b) sweeping, hoovering and dusting on a daily basis
- c) washing and cleaning of glass, furniture and floors when required under the direction of the Principal/Deputy Principal/Caretaker/Supervisor.
- d) All toilets to be cleaned, washed and disinfected on a daily basis
- e) Cleaning staff are also required to report any health hazard or damage to school property or equipment in need of repair to the caretaker.
- f) Cleaning staff are required to ensure that windows and classroom doors are locked following the cleaning of each classroom.
- g) The cleaning duties may be redesignated according to school needs and may include external duties.
- h) 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.