1. The duties attached to the post of Caretaker will, inter alia be as follows:-

(a) To take care of the School/Further Education and Training (FET) Centre premises and contents and to prevent as far as possible any damage to the structure, furniture, fittings and equipment;
(b) To keep the School/FET Centre premises, furniture, fittings in a clean and safe condition;
(c) To keep in a clean condition all glass in doors, windows, etc., where same is accessible without the use of long ladders;
(d) To see to the heating of the building during the cold period of the year, and to maintain the central heating system in good working order;
(e) To exercise economy in the use of fuel and light throughout the building and to prevent all unauthorised use of same;
(f) To keep in safe custody the keys of all rooms in the buildings and to ensure that no unauthorised person shall have access to any part of the buildings;
(g) To be responsible, under the supervision of the Principal/Centre Manager/Science Teacher for the planting, care and maintenance of the School/FET Centre garden and demonstration plots;
(h) To keep the School/FET Centre grounds in order and condition, and to prevent trespass thereon;
(i) To open and close the School/FET Centre as directed by the Principal/Centre Manager;
(j) To control entry of students to, and their exit from the School/FET Centre and to prevent loitering in the vestibules and corridors;
(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 of stores, timber, iron, parcels of class and other materials for general use, and for the transfer of stores, equipment and similar transactions;
(m) To keep the latrines in a clean and sanitary condition and to disinfect when required;
(n) To carry out any minor repairs that may be necessary from time to time, and to touch up any breaches in paint on walls, furniture, etc.;
(o) To arrange for setting up of exam centres during both house and State exams;
(p) To perform such other duties as may be required and generally to carry out such instructions as may, from time to time be given by the Chief Executive, the Principal/Centre Manager, or other responsible officer;
(q) The person appointed will not be permitted to undertake any employment outside his/her duties as Caretaker, without the prior written permission of the Chief Executive.

2. At present the working week extends over 39 (thirty-nine) hours and a time-table agreed with the Principal/Centre Manager will be operated. The appointment will be terminable by one month's notice in writing on either side.
3. The Salary Scale applicable to this post for a New Entrant Caretaker is €37,389 to €41,729 as per DE Circular Letter 0058/2026.

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