

## **Job Description: Caretaker/Housekeeper**

### **Kilkenny Education Centre**

#### **Who We Are**

Kilkenny Education Centre is located in the Seville Lodge Campus, on the Callan Road in Kilkenny. In September 1997 Kilkenny Education Centre became a full-time education centre. The Centre is a member of the Association of Education and Teachers' Centres of Ireland (ATECI). The Management Committee and Staff of Kilkenny Education Centre, envisage an open and innovative centre, which inspires and supports teaching and learning in the education community. Kilkenny Education Centre seeks to realise its vision by facilitating the sharing of ideas and the communication of knowledge with the learning community through the ongoing provision and development of services and resources. The main functions of Kilkenny Education Centre are:

- supporting the in-service needs of the state
- provision of continuing professional development opportunities in a local and regional manner
- organising local, regional and national projects

#### **The Role**

Kilkenny Education Centre is seeking a part-time Caretaker/Housekeeper to join its staff, commencing in January 2018.

The successful candidate will be a hard-working, honest, dependable, self-motivated person with excellent interpersonal and communication skills. He/she will act as caretaker/housekeeper with some reception duties in a busy and challenging office/Conference Centre environment. He/she will be required to assist tutors with IT set up so basic IT skills are essential. The following is a non-exhaustive list of the main role responsibilities:

- Reception duties: assisting tutors/office staff/ sitting tenants with tasks as requested e.g. minor IT support/ photocopying when required, answering phone when the office is unattended
- Maintaining the premises in a high standard of cleanliness and hygiene.
- Preparation of rooms for functions/in-service/ meetings/ courses as required
  - move and arrange furniture
  - provide water
  - assist lecturers with equipment
  - Serve Tea/ Coffee and refreshments
  - Clean up after breaks
- Carrying out minor repairs to property, fixtures, fittings and equipment
- Drawing the attention of the appropriate authorities, via the Director, to any repairs or maintenance work, which is beyond the competence and responsibility of caretaking staff.
- Refuse: Ensuring that all refuse is disposed of promptly and stored away from the main building
- Security of the Centre premises including the locking of all windows, doors and gates and setting and unsetting of Centre Alarm
- Grounds maintenance: Checking car park/ paths, grassed areas for litter and keeping in good order
- Such other duties as may be assigned by the Management Committee and Director.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

Kilkenny Education Centre is committed to safeguarding and protecting the welfare of children and young people who use the Centre. The successful candidate will be undergo a vetting process and any offer of employment will be subject to a positive outcome of this process.

### **Hours and Salary**

This is a part-time post (20-25 hours per week). The successful candidate will be very flexible in relation to work hours as post includes daytime/evening/night and weekend work. Salary will be commensurate with experience.

### **How to Apply**

Applications in writing with CV to:

The Chairperson, Kilkenny Education Centre, Seville Lodge, Callan Road, Kilkenny, Eircode: R95RH97 **on or before 5.00p.m. on Thursday, December 14<sup>th</sup>.**

**Kilkenny Education Centre is an equal opportunities employer.**