

**LORETO ABBEY SECONDARY SCHOOL,
DALKEY, CO. DUBLIN.**



DEPUTY FACILITIES MANAGER

Title of Post:	Deputy Facilities Manager
Nature of Position:	Fixed Term Contract (1 Year) working as the Deputy Facilities Manager in Loreto Abbey Secondary School, Dalkey, Co. Dublin.
Reporting to:	Principal/Deputy Principal/Facilities Manager

SUMMARY

Loreto Abbey is a school of 630 pupils and 80 staff (including academic and support), on a modern campus of three acres, comprising of buildings dating from 1843 to 2006. Our Sports Hall was opened in 2015. The school is committed to excellence in all activities and the role of school caretaker is hugely important in ensuring that all school facilities, equipment, buildings and grounds are maintained to a very high standard.

DUTIES AND RESPONSIBILITIES

The Deputy Facilities Manager will work as part of a team under the direction of the Facilities Manager. The duties listed are not intended to be exhaustive or conclusive.

- To assist the Facilities Manager in the implementation of his role and deputise for him in his absence
- General tidiness of school, disposal of rubbish, maintenance of school and grounds, etc.
- Maintenance and repair of equipment, furniture, windows, fixtures and fittings
- Ensuring school buildings are safe and secure at all times
- Making the school safe, particularly in adverse weather conditions
- Responsibility for the school security system including fobs, CCTV and alarms
- Opening and closing of the school on a rota basis
- First key holder, attending to alarm call outs
- Ensuring strict compliance with the school Child Protection Policy
- To keep in a clean and working condition all caretaking/maintenance equipment
- To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year
- Monitoring efficiency of heating system and ESB meters
- Assist in the set-up of classrooms/halls for school activities
- Other related duties as may be directed by the Principal/Deputy Principal/Facilities Manager

ESSENTIAL REQUIREMENTS

- Proven experience/ability to undertake caretaking duties
- Experience in grounds keeping (e.g. garden maintenance)
- Experience and understanding of Health and Safety issues
- Experience of taking responsibility for the security of a building
- Availability to answer alarm call-outs
- Punctual, reliable and trustworthy
- Ability to work effectively and supportively as a member of the school team
- Good interpersonal and communication skills

- Ability to act on own initiative, dealing with any unexpected problems that arise
- Good organisational and time management skills
- Flexible with the ability to deal with unexpected events and changing work activities
- A willingness to undertake further training and development as required
- A respect for school culture

DESIRABLE REQUIREMENTS

- Experience of working in a trade would be an advantage

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Hours of work:	Hours of work will be 35 hours per week: Monday 11.00-17.00 Tuesday 11.00-17.00 Wednesday 08.00-14.00 Thursday 08.00-14.30 Friday 08.00-19.30 (with an hour for lunch) Weekend work may be negotiated at appropriate rates of pay with management in exceptional circumstances.
	Holidays must be taken at times to coincide with school holidays and by prior agreement with management.
Remuneration:	The hourly rate of pay is guided by the DES Circular 0077/2018
Garda vetting:	Employment is subject to the satisfactory completion of the Garda Vetting procedures.