

	<ul style="list-style-type: none"> • Ensure all the external policies and contracts with suppliers are renewed and up to date i.e., insurance policy. • Act as the key contact for staff and departments who need the maintenance department. • Liaise with external suppliers and manage these relationships. • Manage contracts, leasing, and lettings • Monitor cleaning and general upkeep of the maintenance, plant and machinery • Arrange audits and inspections to satisfy the Health & Safety requirements for the buildings and Maintenance e.g., water and electrical testing. • Assist the Buildings & Maintenance Manager in maintaining the School's risk register and ensuring all risks assessments are up to date and on file for inspection. • Participate in auditing the provision of outsourced services to ensure it meets the required standard. • Open the school at 7.15am daily (Monday to Friday) • Front Gate Morning Supervision (8.00 to 8.45) daily (Monday to Friday) • Front Gate Evening Supervision (3.25pm to 3.45pm) daily • Manage swimming pool plant room including backwashing, filtration, chemical ordering, water testing, pool hoovering and general maintenance • Manage the school's Building Management System (BMS) in conjunction with DC controls. <p>This is not an exhaustive list of all duties and responsibilities. The post holder may be required to perform other duties appropriate to the role that may be assigned.</p>
Reporting to	The Buildings & Maintenance Officer will be accountable and report directly to the Buildings & Maintenance Manager.
Location	Castle Park Rd, Dalkey, Dublin.
Eligibility criteria Essential qualifications, and/or experience	<p>All candidates must have a legal right to work in the country and provide supporting documentation. The School is unable to sponsor or offer relocation at this time.</p> <p>Candidates must demonstrate the following:</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience in a similar role. • Experience of working autonomously and as part of a team. • Capacity to manage time effectively, prioritise duties, and responsibilities, attain objectives and meet deadlines. • Excellent problem solving and organizational skills • Commitment to quality improvements. • Attention to detail and a high degree of accuracy. • Excellent verbal and written communication skills, including presentation skills.