

## **THE LIST THE SCHOOL DUTIES RELATING TO ST. MARY'S SECONDARY SCHOOL**

1. To be responsible for the completion of the Cleaning Schedule (**Appendix 1b**) including the use of industrial type machinery and also the cleaning of exterior entrance to sports hall.
2. To ensure that the toilets are kept clean and tidy and in a hygienic condition and are supplied with all necessary toilet requisites at all times.
3. To keep in safe custody, the keys of all rooms in the building and to ensure as far as possible, that no unauthorised person has any access to any part of the building or grounds at any time.
4. To be aware of the school's Health & Safety policy and procedures, and be watchful at all times that it is fully implemented.
5. To ensure each day that all light and heat controls are in order and to replace bulbs as necessary.

### **AND**

6. To be responsible throughout the year for minor maintenance of the building such as touching up paintwork, fitting window panes, tightening up screws in doors, window furniture, etc.

**To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Board of Management, Principal, Deputy Principal or Sports Hall Manager.**