

Job Advertisement: School Caretaker Position

Join Our Team as a School Caretaker!

The German International School Accra is seeking a dedicated and reliable individual to fill the position of School Caretaker. If you are passionate about general maintenance, cleanliness and a safe welcoming environment, we want to hear from you!

Key Responsibilities:

- Coordinate and oversee school maintenance, repairs, and renovations.
- Perform routine maintenance tasks such as light repairs, painting, equipment maintenance and general facility management.
- Conduct regular inspections of the school to identify and address maintenance needs.
- Ensure the cleanliness and hygiene of classrooms, corridors, and common areas.
- Respond promptly to school-related emergencies and issues.
- Monitor school security, including locking and unlocking facilities.
- Assist in the setup and breakdown of events and activities.
- Collaborate with staff to address any facility-related issues promptly.

Qualifications and Skills:

- A minimum of high school certificate or equivalent.
- Post-secondary education in facility management or a related field is preferred but not required.
- Practical and proven experience in facility management or a related field.
- Ability to perform basic maintenance tasks.
- Strong organizational and time-management skills.
- Knowledge of tools and equipment used in maintenance and repair work, as well as the ability to quickly learn new tools or technologies.
- Proactive approach to identify and address potential maintenance issues before they become significant problems, contributing to the overall efficiency of the school operation.
- The ability to prioritize tasks and manage time effectively to ensure routine maintenance and cleaning activities.
- Thoroughness in performing tasks to ensure a high standard.
- A friendly and approachable demeanor, as caretakers often interact with students, teachers, parents and visitors.
- Excellent communication and interpersonal abilities.
- Commitment to creating a safe and positive school environment.



Benefits:

Competitive salary
Opportunities for professional development
Inclusive and supportive work environment

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their relevant experience to administration@dis-accra.org

Tel: 0233 20 314 1317 / 18

Please include "School Caretaker Application" in the subject line.

Application Deadline: 31.12.2023

Join our team and contribute to creating a thriving and conducive learning environment at the German International School Accra