

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education.

The Governing Body invites applications from suitably qualified persons for the position of

Facilities Staff Member

1. CANDIDATE PROFILE AND SCOPE OF THE POSITION

This position will be to join an already important team within MIE whose responsibility it is to prepare and maintain the building. The team carry out a number of functions and services for staff and clients of MIE. The team's work is essential in maintaining the overall look of MIE and setting up the Institute on a daily basis ready for whatever classes, events or functions are due to take place.

Terms:

Predominantly this role would be from Monday to Friday, but some weekend work may be required at very busy periods. The hours are typically a 37.5 hour week, 8 am to 4.30 pm each day.

Essential Criteria:

- Excellent communication skills.
- Ability to work on your own initiative but also a team player with an ability to work under pressure as part of a constantly changing working environment.
- Possess a very high standard of attention to detail.
- Excellent people skills and standards of personal presentation.
- Flexibility in working hour arrangements to facilitate out of hours and weekend events, exams or programmes. This may involve working some weekends.

Desirable Qualifications:

- Experience in a similar role
- Experience or qualification or equivalent in any of the recognised trades, i.e. carpentry, painting, plumbing etc. (desirable)
- Computer literacy
- An interest in the Irish language

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of Conferencing and Facilities, to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Director of Conferencing and Facilities to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Responsibilities

General Duties

- Setting up rooms and classrooms in line with specific requests i.e. laying out the furniture and equipment in the rooms as requested
- Providing support to our staff and external clients as required
- General tidying and upkeep of the buildings
- Moving furniture, boxes etc. as necessary
- Assist with our Waste Management Plan and ensuring the waste goes in the correct bins in accordance with set out specific waste streams
- Assisting the maintenance and grounds staff from time to time
- Light maintenance work
- Assisting with traffic control on Campus by directing staff and visitors to available parking on busy days
- Working in the Security Hub at the main gate when required
- Assisting with the set up and provision of out of hours catering breaks.
- Locking rooms when unused and if there are security needs of staff or clients
- Assisting the Head of Buildings and H&S with some of the routine checks to be carried out in MIE

Student Services

- Assist students with set up for special student events

Other

- Provide support to the contractors of MIE as required. These include catering staff, cleaners, maintenance and security staff.
- Develop an annual work plan in consultation with the Director of Estates & Conferencing and the Facilities Team.

Marino Institute of Education is a growing higher education institution and consequently duties may vary and develop. The applicant will be expected to take on other duties that arise in accordance with the evolving needs of the Institute.

Duties pertaining to the post are broadly defined and the list of duties and responsibilities is not exhaustive. The performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

Training

- Some training will be mandatory and will we provide any such training in the areas of GDPR, Fire Evacuation Procedures etc.
- Training and CPD will be supported and courses like Manual Handling, First Aid and additional Fire Training will be carried out as required by MIE.

The above Job Description is not intended to be a comprehensive list of all duties involved. The post holder may, from time to time, be required to perform other duties as appropriate to the post and to contribute to the development of the post.

3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and language competence as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

An interview will be conducted by a panel consisting of not fewer than three persons, comprising the most suitable and qualified people to assess applicants for the position. The interview panel's recommendations for appointment of the successful applicant for the post will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if requested.

Probationary Period

The appointment is subject to satisfactory completion of a 4-month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 6 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale is €25,890 with a maximum salary of €36,362 per annum dependent on skills and experience of chosen candidate.

Making of Applications

To Apply:

Application by cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5pm, Friday 03 May 2024.

Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Marino Institute of Education is an equal opportunities employer.