



UISCE

Bainisteoir Tí

Cur Síos ar an bPost

Tá an Bainisteoir Tí i gceannas muintir na choláiste atá ag fanacht ar an suíomh.

Caithfidh an Bainisteoir Tí cintiú a dhéanamh ar sabhaltach agus sláinte na ndaltaí. Déanann an Bainisteoir Tí bainistíocht ar foireann na Maoirseoirí chun cintiú go bhfuil feitheoireacht gníomhach ar súil i gcónaí. Caithfidh an Bainisteoir Tí seic a dhéanamh nach bhfuil aon ait le daltaí gan maoirseoir agus cinntiú go bhfuil foireann na Maoirseoirí ag leanúint an rota feitheoireachta (i rith lón) Deanann an Bainisteoir Tí cinnte go bhfuil fhios ag na maoirseoirí cé atá freagrach as, Eg. Siopa, Bus, Leigheas, Pasáiste. Caithfidh an Bainisteoir Tí fáil amach, ón bhfoireann MO, cad atá ar súil ar an cúrsa iomlán, cosúil le fadhbanna atá ag teacht suas nó daoine atá tinn.

Dualgais Ginearálta (Lámhleabhar le fáil)

- An fhoireann maoirseoireachta a stiúradh chuile lá
- Ag fanacht sa choláiste i rith na hoíche
- Cruinniú foirne a réachtáil chuile lá.
- Fadhbanna na maoirseoirí agus na ndaltaí a réiteach.
- Teagmháil laethúil a dhéanamh leis an Bainisteoir Oibriúcháin.
- Sábháilteacht na ndaltaí a chinnitiú i gcónaí.
- Cinntiú go bhfuil feitheoireacht gníomhach ar siúl i gcónaí
- Cinntiú go bhfuil leannunanchas ó thaobh maoirseoireacht na hallaí
- Seic a dhéanamh go bhfuil na ndaltaí ag ithe na béilí
- An córas dóiteáin a chur i bhfeidhm.
- An córas tinnis/timpiste a leanúint go beacht.
- Leigheas na scoláirí a bhainistiú
- Gaeilge a spreagadh i measc na ndaltaí.
- Tuairisc laethúil a scríobh.
- Glaoch dúiseachta a dhéanamh.
- Cruinniú leis na maoirseoirí eile roimh dhul a chodladh chun gach eolas a bhailiú agus fhadhbanna an lae a phlé.
- Glaineacht na seomraí a chinntiú
- Béim a chur ar coras athchúrsaíl UISCE & fuinneamh a shábháil

Uaireanta Oibre:

12:45 – 14:00	Feitheoireacht ghníomhach sa bhialann/Lasmuigh
17:15 – 20:00	Feitheoireacht ghníomhach timpeall an Choláiste
21:30 – 00:00	Feitheoireacht ghníomhach/Soilse Múchta
Roimh Chodladh	Cruinniú na Maoirseoirí
08:00 – 08:30	Glaoch dúiseachta a dhéanamh
08:30 – 09:30	Feitheoireacht ghníomhach sa bhialann/Lasmuigh

Riachtanais phoist an Bainisteoir Tí

- Gaeilge Líofa
- Bainistíocht Ama.
- Bheith dílis, freagrach agus iontaofa.
- Féin spreagtha agus cumas oibriú as a stuaim féin.
- Go maith ag stiúradh daoine eile

Tréithe/cáilíochtaí breise a bheidh mar bhuntáiste

- Scileanna maithe eagraíochta agus idirphearsanta
- Taithí / cáilíocht le daoine óga
- Taithí/ cáilíochtaí seirbhísí custaiméara



UISCE

House Manager

Job description

The house manager oversees anyone staying on the uisce site overnight. The house manager is responsible for the health and safety of students. They are responsible for the management of all overnight staff and to ensure that there is adequate supervision in all areas. The house manager must ensure that all areas where students are is supervised, and that all supervisors are following the rota (at lunch time). The house manager must make sure that every supervisor knows who is responsible for each area, eg: shop, bus, medication, students. It is the house manager 's job to find out from their team any problems that are arising or any students that are sick.

General responsibility (handbook available)

- Direct the overnight supervision team daily
- Remain overnight in Uisce
- Daily meeting with the team
- To come up with solutions for any problems with students
- Liaise with the operations manager daily
- Ensure the safety of students always
- Ensure adequate supervision
- Ensure there is consistency with the overnight supervision team
- Ensure students are eating
- Ensure the fire drill is completed and understood
- Ensure all sickness and accidents are recorded
- Deal with any medication necessary
- To use Gaeilge as the normal language of communication
- Write up a daily report
- Has responsibility for the morning wakeup call
- Meet with all overnight supervisors prior to bedtime, to discuss any problems
- Ensure that students clean their rooms prior to leaving
- To stress the importance of Uisce' s recycling policy

Work hours:

12:45 – 14:00	Supervision in the canteen / outside
17:15 – 20:00	Supervision around the college
21:30 – 00:00	Supervision/ Lights out
Before Bedtime	Overnight supervision meeting
08:00 – 08:30	Wakeup call
08:30 – 09:30	Supervision in the canteen / outside

Requirements

- A high standard of spoken and written Irish
- Good time management skills
- Reliable, accountable and trustworthy
- Self-motivated with the ability to work independently
- Good at guiding people

Experience / Qualifications

- Good organisational and interpersonal skills
- Experience/ qualifications working with young people
- Customer service experience / qualifications