

ADVERT ID 223632

## Caretaker/Janitor

### Scoil Bhríde

Oldtown Sallins Road Naas W91 YA62  
<https://scoilbhridenas.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Aug 23 2024 11:12:19  
**Application Closing Date:** Fri Sep 6 2024  
**Commencement Date:** Mon Sep 9 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 38  
**Current Enrolment:** 630  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Subject to Garda vetting, some of the responsibilities and duties will include:

- Opening and closing building.
- Day to day maintenance of building
- Carrying out minor repairs (Blocked toilets, painting, replacing light bulbs etc.)
- Maintaining outdoor areas, grass cutting, picking litter, general tidying, cleaning.
- Moving furniture, setting up classrooms,
- Maintaining stock room, putting away deliveries,
- Ensuring all areas are fully stocked such as toilet role dispensers, soap dispensers etc.
- Monitoring cleaning supplies, submitting order requests
- Set up rooms for meetings when necessary. Setting up PE hall for various events.
- Set up the stage for various events.
- Check and sign for deliveries and distribute goods around building.
- Liaise with management, office staff, and teaching staff about any work that requires doing or planning events.
- Keep all stores clean, tidy, and organised.
- Be proactive about maintenance works throughout the school building and grounds.
- Repairs to locks and doors where necessary.
- Repairs to desks and chairs and school furniture. Replacing chair leg cap ends table tops etc.
- Painting and decorating corridors, classrooms, staircases, and offices when and where possible. Substantial painting works on midterms and holiday times.
- Keep check on fire doors, and firefighting equipment regularly. Log faults and repair works
- Adjust heating thermostats in rooms, and corridors where necessary.
- Attend to fire alarms and intruder alarms if accidentally activated while school is in progress and out of hours.
- Carry out visual inspections at regular intervals on school alarm systems, heating systems, fire doors, and firefighting equipment and attend to any issues.

- Keep up to date with Health & Safety requirements. Be proactive about potential hazards that may arise, particularly in adverse weather conditions.
- Maintenance of school building and grounds externally.
- Maintenance of gutters and roof valleys.
- Locking gates and setting alarms at the end of each day.
- Any other duties or maintenance works as requested by management
- Evening and weekend work will be required as requested to accommodate after-hours meetings and social events. Prior notice will be given.

This list is not exhaustive and is subject to change as necessary.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20114D  
**Apply To:** Oldtown  
Sallins Road  
Naas  
W91 YA62  
**County:** Kildare  
**Enquiries To:** [recruitment@scoilbhridenaas.com](mailto:recruitment@scoilbhridenaas.com)  
**Website:** <https://scoilbhridenaas.com>

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