

ADVERT ID 227604

## Caretaker/Janitor

### LORETO COLLEGE

Rivervalley Swords Co Dublin Swords K67Y319  
<https://www.loretoswords.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Nov 18 2024 14:26:38  
**Application Closing Date:** Fri Dec 6 2024  
**Commencement Date:** Thu Jan 2 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 39

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 630  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

##### About the Role:

We are looking for a reliable and hardworking individual to join our school community as a Caretaker. As a vital member of our team, you will ensure the school grounds, classrooms, and facilities are well-maintained and secure.

##### Key Responsibilities:

**Maintenance:** Oversee the maintenance and repair of school facilities, including minor repairs, painting, carpentry and general upkeep.

**Security:** Open and close the school each day, ensuring that the premises are secure at all times.

**Cleaning:** Perform daily cleaning and sanitising duties in classrooms, restrooms, and communal areas.

**Groundskeeping:** Maintain outdoor areas, including mowing grass, tending to playgrounds, and manual handling.

**Support Staff:** Work closely with cleaners, teachers and administrative staff to ensure a safe, clean, and well-organised environment for all.

Other related duties as assigned by the School Principal.

##### What We're Looking For:

- Previous experience in a caretaker, maintenance, or facilities role is advantageous. An understanding of cleaning methods, materials and equipment is advantageous.
- Strong attention to detail and commitment to high standards of cleanliness and safety.
- Ability to work independently and manage time effectively. A clear understanding of Health & Safety is also important.
- Friendly and approachable, with a genuine interest in contributing to a positive school environment.

##### How To Apply:

Interested candidates should submit a cover letter and a CV outlining relevant experience to the Chairperson of the Board of Management by email to the following email address on or before

Friday December 6th.

Please ensure to include contact details for at least two referees. Shortlisted candidates will be invited for an interview. Loreto College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory reference checks and Garda vetting.

This position is subject to a six month probationary period.

An internal panel of suitable applicants may be set up to fill vacancies which may occur during the remainder of the school year.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 60810B  
**Apply To:** Rivervalley  
Swords  
Co Dublin  
Swords  
K67Y319  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [office@loretoswords.ie](mailto:office@loretoswords.ie)  
**Website:** <https://www.loretoswords.ie>

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