

ADVERT ID 227668

## Caretaker/Janitor

### St. Luke's NS

Hollywood Road Tyrrelstown Dublin 15 Tyrrelstown D15CH64  
<https://www.stlukesns.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Nov 19 2024 12:37:33  
**Application Closing Date:** Thu Dec 5 2024  
**Commencement Date:** Mon Jan 6 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 39  
**Current Enrolment:** 602  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Job Specification: Primary School Caretaker  
Location: St. Luke's NS, Tyrrelstown, D15CH64 Ireland  
Position: Primary School Caretaker  
Contract Type: Fixed-Term  
Reports To: School Principal

##### Job Overview:

We are seeking a dedicated and reliable Primary School Caretaker to join our team at St. Luke's NS. The successful candidate will be responsible for ensuring the effective maintenance, security, and overall upkeep of the school premises. This includes the opening and closing of the school, carrying out basic repairs, assisting with furniture and equipment, maintaining grounds, and ensuring a safe and secure environment for students, staff, and visitors.

##### Key Responsibilities:

###### 1. Opening and Closing the School:

- o Unlock the school buildings in the morning and secure the premises at the end of the school day.
- o Ensure that all external doors and gates are locked and secured.
- o Monitor and respond to any security-related concerns or incidents during working hours.
- o Be a keyholder outside of school times.

###### 2. Building Maintenance and Repairs:

- o Conduct regular inspections of the school building, including heating, plumbing, and electrical systems, reporting any faults or issues to the School Principal.
- o Oversee and manage minor repairs and maintenance tasks, including fixing broken furniture, doors, windows, and plumbing.
- o Ensure the heating system is functioning properly and report any problems to the relevant

maintenance service.

**3. Assisting Staff:**

- o Assist teachers and staff with the movement, repair, or replacement of classroom furniture and equipment.
- o Work with staff to ensure classrooms and other spaces are adequately equipped and organised for daily activities.
- o Move furniture throughout the building as required by staff.
- o Set up the school hall for events such as Christmas concerts etc.
- o Set up the sports fields for events such as Sports day/matches etc.

**4. Cleaning and Deep Cleaning Support:**

- o Work alongside cleaning staff to ensure the school is maintained to a high standard of cleanliness and hygiene.
- o Assist with deep cleaning and restoration of classrooms and school areas during holiday periods (e.g., painting, maintenance, and refurbishment).

**5. Refuse Management:**

- o Ensure that all refuse is collected from each classroom daily.
- o Ensure that bins are left out for collection each Monday morning by our waste company.
- o Return all bins to the bin shed each week.
- o Ensure that the bin shed is locked and secured each night.
- o Manage the ordering and return of skips over the school year to manage any bulky waste.
- o Organise confidential shredding with third party agencies and manage school shredding refuse throughout the year.

**6. Grounds Maintenance:**

- o Maintain the school's outdoor areas, including cutting grass, trimming hedges, and ensuring the grounds are neat and safe for students and staff.
- o Monitor and maintain the yard, playgrounds, and walkways, ensuring that they are free of hazards and debris.

**7. Fire Safety and Health & Safety:**

- o Conduct regular checks of fire safety equipment (e.g., fire extinguishers, fire alarms) and ensure that all safety procedures are in place.
- o Report any health and safety concerns, including potential fire hazards, to the School Principal and take appropriate action to address them.

**8. Handling Deliveries:**

- o Accept and sign for deliveries to the school, ensuring that items are stored safely and in the appropriate locations.
- o Assist with the distribution of deliveries as needed, including supplies, furniture, and other items.

**9. Other Duties:**

- o Carry out any other duties as assigned by the School Principal, including special projects or tasks that arise throughout the school year.
- o Ensure that the school's environment is welcoming and well-maintained for students, staff, and visitors.
- o Understand of the importance of confidentiality and compliance with school Child Protection Safeguarding Policy.

**Skills and Qualifications:**

- Proven experience in caretaking, facilities management, or a related field, ideally within a school or public sector environment.
- Basic knowledge of building maintenance, including plumbing, heating, and electrical systems.
- Ability to carry out minor repairs and maintenance work independently.
- Good knowledge of health and safety regulations and the ability to identify potential risks.
- Excellent time management and organisational skills.
- Ability to work effectively as part of a team and also independently when required.
- Good communication skills, with the ability to liaise effectively with staff, students, and external contractors.
- A proactive approach with the ability to anticipate and address maintenance issues before they become problems.
- A strong commitment to ensuring the safety and wellbeing of students, staff, and visitors.

**Desirable Attributes:**

- Experience in a caretaking role within a school or educational environment.
- A valid full driving licence for use in carrying out duties (e.g., moving large items, handling deliveries).
- First aid certification or willingness to undertake first aid training.
- Knowledge of fire safety procedures and regulations.
- Flexibility to take on additional tasks or work outside regular hours when required (e.g., during school holidays or emergency situations).

**Working Hours:**

The working hours for this position are 7:30am – 9:30am and 1pm - 4pm each day – ie 25 hours per week, with occasional flexibility required to accommodate special events or school holidays. The caretaker job is a fixed term contract. The BOM may consider two caretakers working in a jobshare capacity.

**How to Apply:**

Interested candidates are invited to submit their CV along with a cover letter outlining their suitability for the role to The Chairperson, St. Luke's NS, Tyrrelstown, D15CH64, or via email to [vacanciesstlukesns@gmail.com](mailto:vacanciesstlukesns@gmail.com). The closing date for applications is December 5th 2024. Please ensure to include contact details for at least two referees. Shortlisted candidates will be invited for an interview. St. Luke's NS 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.

This role offers a rewarding opportunity to be part of a vibrant school community and make a positive contribution to the daily running of the school environment. We look forward to receiving your application.

#### APPLICATION REQUIREMENTS

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

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	16675V
<b>Apply To:</b>	Chairperson St. Luke's NS Hollywood Road Tyrrelstown Dublin 15 D15CH64
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 15
<b>Enquiries To:</b>	<a href="mailto:vacanciesstlukesns@gmail.com">vacanciesstlukesns@gmail.com</a>
<b>Website:</b>	<a href="https://www.stlukesns.ie">https://www.stlukesns.ie</a>

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