

ID FÃ©GRA 246098

FeighlÃ©

Colaiste Choilm

Dublin Road Swords
<https://www.colaistechoilmswords.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©omhaithe
LeibhÃ©al: Iarbhunscoil
DÃ©ta PostÃ©ilte: MÃ©irt DFÃ©mh 28 2025
SpriocdhÃ©ta le haghaidh larratas: Domh Samh 2 2025
DÃ©ta Tosaithe: Luan Samh 10 2025
StÃ©idas an Phoist: TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©il Scoile: MeÃ©inscoil

SONRAÃ© AN PHOIST

Eolas Breise:
ColÃ©iste Choilm
Dublin Road, Swords, County Dublin. K67 KW30

Applications are invited for the following position:
Caretaker (full time, over 5 days p.w.)

CLOSING DATE FOR RECEIPT OF CVÃ©S: 02/11/25
Role Overview:

The full time position of Caretaker is responsible for the maintenance of the school buildings and grounds. They are a key support to the Principal and their team in the efficient running of the school on a daily basis.

Competencies and Qualifications:

The successful candidates must have the following competencies, qualifications and experience necessary for the position;

• Several years general maintenance experience and basic carpentry/furniture/plumbing/ fittings maintenance and grounds keeping skills.

• Be receptive and willing to upskill.

• Excellent DIY skills are required.

• Have excellent interpersonal and communication skills.

• Ability to handle multiple tasks simultaneously.

• Commitment to meeting deadlines

• Hardworking, reliable and enthusiastic

• Ability to act on own initiative and identify tasks and duties that need to be carried out.

• A clear understanding of health and safety procedures

• A commitment to maintaining high standards and the ability to improve the school environment is required.

• The successful candidate must be a good communicator with adults and children and understand their role is crucial to providing a physical environment that nurtures and encourages student learning.

• The role may require the person to be flexible in their hours of work and to work outside of normal hours to safely provide facilities available.

Desirable Requirements:

It is desirable that the successful candidates have:

- A qualification in building maintenance or a technician's qualification would be advantageous.
- Previous experience in a similar role would be advantageous

Duties will include:

- Opening and closing of the school/general security related duties, including being a keyholder outside of school times.
- Maintenance and repair of school furniture, windows, fixtures and fittings
- General gardening, groundskeeping and maintenance of outdoor spaces
- Upkeeping of school and renewal of paintwork
- Planning larger maintenance projects with the Principal
- General cleaning of the school, waste management, liaising with cleaning staff
- Liaising with contractors and service providers
- Looking after general repairs
- Monitoring the efficiency of the heating system and monitoring the efficiency of electricity, gas and water meters
- To arrange for the receipt of stores and other materials for general use and for the transfer of stores, equipment and other similar materials.
- The ability to plan, record and update work weekly
- Keep the Principal and Deputy Principal informed of maintenance matters
- Custodian of all keys
- Other duties as required

Salary: The salary scale for the position is in accordance with DEY pay scale for Caretakers

The employer of this position will be the board of management of Colaiste Choilm, Swords.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. Canvassing will disqualify; shortlisting may apply.

Only shortlisted candidates will be contacted.

Please send Curriculum Vitae, together with references and contact details of referees, by email, to the Principal using the email address recruitment@colaistechoilmswords.ie on or before 4:00p.m. on 2nd November 2025.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Tagairt (scríofa)
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 603831
Cuir Iarratas Chuig: Coláiste Choilm
Dublin Road
Swords
County Dublin
K67 KW30
Contae: Baile Átha Cliath
Ceantar Poist: County Dublin
Ceisteanna Chuig: recruitment@colaistechoilmswords.ie
Suíomh Grádasáin: <https://www.colaistechoilmswords.ie>
Tuilleadh Eolais: <https://www.colaistechoilmswords.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN á a cheadú le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil nó a áid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ríáil IPPN.