

ADVERT ID 248512

Caretaker/Janitor

Ballinspittle NS

Ballinspittle NS Ballinspittle Kinsale P17FN27
<https://ballinspittlens.weebly.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Feb 26 2026
Application Closing Date: Thu Mar 12 2026
Commencement Date: Mon Apr 13 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 12
Current Enrolment: 184
Droichead school: Yes

POST DETAILS

Additional Information:

Ballinspittle NS & Kilbrittain NS are seeking a new shared part-time Caretaker on a fixed term basis from 13/04/26 .

The Caretaker is responsible for the care, maintenance, security, and general upkeep of the school building and grounds. The role supports the provision of a safe, clean, and welcoming environment for pupils, staff, parents, and visitors, in accordance with Department of Education guidelines and the policies of the Board of Management.

Working Hours:

This is a shared part-time position totalling 25 hours per week. Workplace will be Ballinspittle National School and Kilbrittain National School.

Exact hours and times will be agreed with the Board of Management and may vary slightly to meet the operational needs of the school.

Key Responsibilities:

- Ensure all doors, windows, and gates are secured.
- Operate and monitor the school alarm system.
- Act as a designated key holder.
- Carry out minor repairs and general maintenance tasks.
- Monitor the condition of buildings, fixtures, furniture, and equipment.
- Work closely with cleaners, teachers and administrative staff to ensure a safe, clean, and well-organised environment for all. Cleaning of hall, corridors ,doors & windows at reception areas.
- Ensure the premises and grounds are maintained in a safe condition.
- Ensure outdoor areas are tidy and free from litter.
- Manage waste disposal and recycling.
- Maintain school grounds, including weeding & grass cutting where applicable.
- Grit pathways during icy weather as required.
- Assist with room setup for school events and meetings.
- Accept deliveries and move supplies as required.

Preferred Skills and Experience:

- Practical maintenance skills; previous experience in a caretaker, maintenance, or facilities role is advantageous.
- Ability to work independently and use initiative.
- Knowledge of health and safety requirements.
- Reliable, trustworthy, and punctual.
- Good communication and interpersonal skills.

Desirable

- Previous experience in a school or similar environment.
- Basic knowledge of alarm/security systems.
- Manual handling certification.

Applications:

Interested candidates should submit a cover letter and a CV outlining relevant experience to the Secretary of the Board of Management by email by Friday 13th March 2026.

Applications may be submitted priomhoide@ballinspittlens.ie or principal@kilbrittainns.com

The successful candidate will be required to undergo Garda Vetting in accordance with the National Vetting Bureau.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 00467B
Apply To: Chairperson
Ballinspittle NS
Ballinspittle
Kinsale
P17FN27
County: Cork
Enquiries To: priomhoide@ballinspittlens.ie
Website: <https://ballinspittlens.weebly.com>

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