

ADVERT ID 258654

Caretaker/Janitor

Holy Trinity NS

Holy Trinity NS Glencairn Leopardstown Dublin 18 D18YV91
<https://www.holytrinity.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jul 10 2026
Application Closing Date: Fri Jul 31 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Part-Time
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: 601
Droichead school: Yes

POST DETAILS

Additional Information:

- 30 hours per week. 8.30- 2.30

The specific working schedule will be agreed following discussion with the Principal.

Example of Duties:

- Keyholder
- Carry out daily morning security and health and safety inspections of the school site.
- Undertake general maintenance of the school buildings, grounds, and equipment.
- Manage and refill toiletries in classrooms and ancillary areas
- Maintain the immediate school grounds, including gardening duties, trimming shrubs and plants, litter and leaf collection, and ensuring outdoor areas are kept safe and tidy.
- Receive and safely manage deliveries to the school.
- Manage the school's waste and recycling arrangements, ensuring bins are kept clean and tidy, are presented for scheduled collection, and are returned to their designated storage areas following collection
- Complete minor repairs and report any maintenance issues requiring specialist attention.
- Maintain an up-to-date list of approved contractors and tradespeople and liaise with them, as authorised, regarding maintenance, repairs, and scheduled works.
- Maintain an inventory of tools, equipment, and maintenance supplies, ensuring they are stored securely, kept in good working order, and reported for replacement or repair where necessary.
- Keep the caretaker's workshop, storage areas, and maintenance facilities clean, tidy, organised, and compliant with health and safety requirements.
- Assist with setting up and moving furniture and equipment for school activities and events.
- Report any health and safety concerns, defects, or security issues promptly to the Principal.
- Be available during school holiday periods, as required, to facilitate access for contractors, including opening and securing the school premises

Undertake other duties appropriate to the role as may reasonably be assigned by the Principal.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking

for this position upon offer of employment.

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APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20190T
Apply To:	htbom@holytrinity.ie
	Holy Trinity NS Glencairn Leopardstown Dublin 18 D18YV91
County:	Dublin
Postal District:	Dublin 18
Website:	https://www.holytrinity.ie

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