

ADVERT ID 261680

Caretaker/Janitor

Loreto Secondary School, Bray

Vevay Rd Bray
<https://www.loretobray.com>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Sep 1 2026
Application Closing Date: Mon Sep 7 2026
Commencement Date: Tue Sep 8 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 760
Droichead school: Yes

POST DETAILS

Additional Information:

Loreto Secondary School Bray invites applications for the valued position of caretaker of our school.

The successful candidate will have: experience in general maintenance and gardening skills, very good DIY skills; an ability to work independently and show initiative, an understanding of the importance of confidentiality and compliance with school Child Protection Safeguarding Policy.

Essential requirements:

- Own Transport.
- Clean Driver License

Previous experience in a cleaning, caretaking, facilities or similar role would be an advantage.

This role is for 40 hours a week, with the possibility of some overtime during term time.

Duties for the role to include (but not limited to):

Key holding and alarm activation/ responsibility including outside hours

Care, repair and maintenance of school buildings and grounds to ensure that school buildings, classrooms rooms, facilities, areas and resources are maintained to a high standard

Repair and maintenance of school furniture, windows, fittings and fixtures and the upkeep and renewal of paintwork.

Ensuring that hazards and litter are cleared promptly and that corridors, entries and exits, passageways and pathways are maintained in a safe condition at all times.

Ensure access to school is free of ice and check salt/grit supplies for winter.

Checking for damages and carrying out minor repairs to fixtures and fittings e.g. electrical, plumbing, painting, repairing furniture.

Operating electrical tools and other equipment as necessary.

Monitoring efficiency of the heating systems ensuring that the school is adequately heated during the cold periods of the year.

Plan maintenance projects in cooperation with the Principal/BOM, as appropriate

Manage communication with and facilitate work by outside agencies as appropriate in cooperation with the Principal/School Leadership team.

Moving furniture and other school resources around the school, and to and from storage as necessary

To fully comply with the Schools' Health and Safety Policies in relation to care taking duties and to alert Principal/management to any Health and Safety issues around the school

To be aware of responsibilities under the Schools' Child Safeguarding Statements and to be able to report any concerns to the Principals without delay.

The successful candidate will be required to complete the Garda Vetting process prior to taking up the position and will be required to comply with the school's Child Safeguarding Statement, Risk Assessment and all relevant school policies and procedures.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number:	61820J
Apply To:	applications@loretobray.com
County:	Wicklow
Website:	https://www.loretobray.com
Further Information:	https://www.loretobray.com

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