ADVERT ID 263976

Caretaker/Janitor

Balla Secondary School

The Secretary, Board of Management Balla Secondary School Balla Castlebar F23KT65
https://www.ballasecondaryschool.com

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon Nov 9 2026
Application Closing Date:	Wed Nov 18 2026
Commencement Date:	Mon Jan 18 2027
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	39

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Droichead school:	Yes

POST DETAILS

Additional Information:
Job Overview:
The Board of Management of Balla Secondary School, Balla, Castlebar, Co. Mayo invites applications for the position of a permanent Caretaker/Janitor (Subject to the satisfactory completion of a probationary period).

Key Employment Terms
39 hours per week, 5 days per week (Monday to Thursday, 8:00am-5:00pm and Friday 8:00am-4pm). Flexibility is required to accommodate occasional out-of-hours callouts or school events.
Salary is paid in accordance with current statutory national frameworks.
Statutory annual leave entitlement, with pay. Leave must be taken during school holidays/closures.
Start Date: 18th January 2027

Core Duties & Responsibilities:
Security, Access and Keyholding
Building Maintenance & Minor Repairs
Heating Plant and Utility Systems (Oil, Gas and Electric) Lighting Installation, Water
Groundskeeping and External Environment
Cleaning and Daily Sanitation
Health, Safety and Administration
And any additional duties that may arise that are essential to the operation and development and maintenance of the school as assigned by the Principal.

Requirements & Personal Profile:
Previous experience in caretaking, building trades, groundskeeping, facilities management and/or commercial cleaning is highly desirable.
Practical trade skills/qualifications and proficiency in using basic hand and power tools.
Candidates must be in good health and complete a pre-employment medical assessment prior to appointment.
Candidates must be exceptionally reliable & punctual with initiative, excellent organisational

skills, discretion and the ability to work independently.
Candidates must be comfortable working in a post-primary school environment around youths and collaborating warmly with school staff and stakeholders.
Appointment is strictly subject to satisfactory Garda Vetting clearance, child protection training and completion of a statutory declaration & a form of undertaking.

To apply, please submit:
A formal Letter of Application.
A detailed Curriculum Vitae (CV) highlighting education, qualifications, relevant skills and experience.
Any relevant qualifications/certification documentation.
Contact details for two independent professional referees.

Applications should be sent to:
By Email: posts@ballasecschool.com
By Post: Chairperson, Board of Management, Balla Secondary School, Balla, Castlebar, Co. Mayo F23 KT65.
Closing Date for Applications: 5:00 pm on Wednesday 18th November 2026

Balla Secondary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Appropriate vetting and reference checks will apply.
Canvassing will disqualify.
Shortlisting may apply and only shortlisted candidates will be contacted

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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	64500G
Apply To:	The Chairperson, Board of Management Balla Secondary School Balla Castlebar F23KT65
County:	Mayo
Website:	https://www.ballasecondaryschool.com

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