

ADVERT ID 211171

Caretaker/Janitor

St Patricks NS

Glencullen Dublin 18 Dublin 18 D18H504
<https://glencullenschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Apr 22 2024 10:59:34
Application Closing Date: Fri May 10 2024
Commencement Date: Mon Jun 10 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 8
Current Enrolment: 162
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: Caretaker Advertisement
 The Employee will work 17.5 hours per week.
 The hours are 1.00 pm to 4.30 pm
 The salary of the Caretaker is €17 per hour and the hours are subject to the usual tax and social security requirements.
 The position is subject to Garda vetting.
 Due discretion is expected in matters of a confidential nature.

Duties & Responsibilities;

- 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 etc.
- General gardening duties.
- Upkeep of school and renewal of paintwork.
- Maintenance of outdoor spaces.
- Planning larger maintenance projects with the Principal
- General cleaning of school, window cleaning, hoovering, disposal of rubbish, green areas tidying, etc. Liaising with the school's cleaning staff.
- Monitoring efficiency of heating system and monitoring efficiency of electricity and water meters
- Looking after general repairs.
- To note and arrange for the receipt of stores and other materials for general use, & for the transfer of stores, equipment & similar materials.
- Health and safety responsibilities.

- Strict compliance with school's Child Safeguarding Policy.
- Other related duties as prescribed by the Principal/BoM.

Experience and skills required;

- Ideally the successful candidate will have experience in general maintenance and ground-keeping skills.
- Experience of holding a position of responsibility is preferred.
- A commitment to maintaining high standards and the ability to improve the school environment is required.
- Excellent DIY skills.
- Good communication and organisational skills.
- An ability to work independently and show initiative.
- Understanding the importance of confidentiality and compliance with school Child Safeguarding Policy.

The successful candidate must be a good communicator with adults and children, professional, confidential and must understand how their role is crucial to providing a physical environment that nurtures and encourages student learning. The role requires the person to be flexible in their hours of work and be required to work outside of normal hours to safely provide maintenance and to make facilities available.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17507F
Apply To: Glencullen
Dublin 18
Dublin 18
D18H504
County: Dublin
Postal District: Dublin 18
Enquiries To: principal@glencullenschool.ie
Website: <https://glencullenschool.ie>

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