

ADVERT ID 224310

## Caretaker/Janitor

### Harcourt Terrace ETNS

Harcourt Terrace, Dublin 2 D02 FC64  
<https://htetns.ie/>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Sep 4 2024 11:21:38  
**Application Closing Date:** Fri Sep 20 2024  
**Commencement Date:** Mon Oct 7 2024  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 14  
**Current Enrolment:** 197  
**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:

Harcourt Terrace ETNS is a warm and inclusive primary school, located in the heart of Dublin city centre. Our school first opened its doors in 2018 with one Junior Infant class. Since then, we have grown to cater for mainstream classes from Junior Infants-6th class, as well as two classes for autistic students. When fully developed there will be 24 mainstream classes and 2 specialised Autism Classes.

We have just moved into our permanent home at Harcourt Terrace (D02 FC64), situated in the city centre. Our school is easily accessed by various modes of public transport to by all stakeholders. Please be aware there is no parking available on site for staff.

We are inviting applications for our caretaker role which is 10 hours per week. The hours associated with this role, will grow as our school gets bigger.

Previous experience in a similar role will be advantageous. Duties will include general care taking and maintenance of school premises and grounds. A sample list of duties is outlined below.

- Opening and closing building.
- Day to day maintenance of building
- Carrying out minor repairs (Blocked toilets, painting, replacing light bulbs etc.)
- Maintaining outdoor areas, grass cutting, picking litter, general tidying, cleaning.
- Moving furniture, setting up classrooms,
- Maintaining stock room, putting away deliveries,
- Ensuring all areas are fully stocked such as toilet role dispensers, soap dispensers etc.

- Monitoring cleaning supplies, submitting order requests
- Set up rooms for meetings when necessary. Setting up PE hall for various events.
- Set up the stage for various events.
- Check and sign for deliveries and distribute goods around building.
- Liaise with management, office staff, and teaching staff about any work that requires doing or planning events.
- Keep all stores clean, tidy, and organised.
- Be proactive about maintenance works throughout the school building and grounds.
- Repairs to locks and doors where necessary.
- Repairs to desks and chairs and school furniture. Replacing tabletops etc.
- Painting and decorating corridors, classrooms, staircases, and offices when and where possible. Substantial painting works on midterms and holiday times.
- Keep check on fire doors, and firefighting equipment regularly. Log faults and repair works
- Adjust heating thermostats in rooms, and corridors where necessary.
- Attend to fire alarms and intruder alarms if accidentally activated while school is in progress and out of hours.
- Carry out visual inspections at regular intervals on school alarm systems, heating systems, fire doors, and firefighting equipment and attend to any issues.
- Keep up to date with Health & Safety requirements. Be proactive about potential hazards that may arise, particularly in adverse weather conditions.
- Maintenance of school building and grounds externally.
- Maintenance of gutters and roof valleys.
- Locking gates and setting alarms when required.
- \* Liaising with maintenance companies e.g. ensuring that the boiler is regularly serviced
- Any other duties or maintenance works as requested by management
- Evening and weekend work will be required as requested to accommodate after-hours meetings and social events. Prior notice will be given.

This list is not exhaustive and is subject to change as necessary.

This appointment is subject to current Garda Vetting requirements.

Please email a letter of application & CV to [caretakerrecruitment@htetns.ie](mailto:caretakerrecruitment@htetns.ie) if you are interested in applying for this role.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20501K  
**Apply To:** Via email to: [caretakerrecruitment@htetns.ie](mailto:caretakerrecruitment@htetns.ie)  
**County:** Dublin  
**Postal District:** Dublin 2  
**Enquiries To:** via email to: [principal@htetns.ie](mailto:principal@htetns.ie)  
**Website:** <https://htetns.ie/>