

ADVERT ID 224676

## Caretaker/Janitor

### St John the Evangelist

Station Road Adamstown Lucan

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Sep 10 2024 14:06:16
<b>Application Closing Date:</b>	Tue Sep 17 2024
<b>Commencement Date:</b>	Mon Sep 30 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	35
<b>Current Enrolment:</b>	436
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

We are inviting applications for our caretaker role which is 35/40 hours per week.

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.
- 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. Possible substantial painting works on midterms and holiday times.
- Keep check on fire doors, log faults and repair works.
- Attend to fire alarms and intruder alarms if accidentally activated while school is in progress and out of hours.
- 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 may 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.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

Please email a letter of application & CV to [applications@stjohntheevangelists.com](mailto:applications@stjohntheevangelists.com)

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20194E
<b>Apply To:</b>	<a href="mailto:applications@stjohntheevangelists.com">applications@stjohntheevangelists.com</a>
<b>County:</b>	Dublin
<b>Postal District:</b>	County Dublin
<b>Enquiries To:</b>	<a href="mailto:office@stjohntheevangelists.com">office@stjohntheevangelists.com</a>

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