

ADVERT ID 224027

## Caretaker/Janitor

### Whitecross NS

Whitecross Julianstown A92 W291  
<https://www.whitecrossschool.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Aug 30 2024 11:04:28  
**Application Closing Date:** Thu Sep 12 2024  
**Commencement Date:** Mon Sep 23 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:** Catholic  
**Total No. of Teaching Staff:** 27  
**Current Enrolment:** 384  
**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:

Applications should include a CV and letter of application, can be sent by post addressed to: The Chairperson, Board of Management, Whitecross N.S., Julianstown, Co. Meath or by email to [principal@whitecrossschool.com](mailto:principal@whitecrossschool.com) by 12th September 2024.

The post will initially be for 40 hours per week over 5 days. This post is shared between Scoil Oilibhéar Naofa, Bettystown and Whitecross N.S., Julianstown. This is a fixed-term position but may be extended at a later stage. Own transport is essential as the successful candidate will be required to work in both school's each day.

Previous experience in a similar role will be advantageous. Duties will include general care taking and maintenance of school premises and grounds. A 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 table tops 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 at the end of each day.
- \* 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.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17705J  
**Apply To:** Whitecross N.S.,  
 Julianstown,  
 Co. Meath,  
 A92 W291  
**County:** Meath  
**Enquiries To:** [jobs.whitecrossns@gmail.com](mailto:jobs.whitecrossns@gmail.com)  
**Website:** <https://www.whitecrossschool.com>

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