

ADVERT ID 239237

## Caretaker/Janitor

### St Raphaelas Primary School

St. Raphaela's Road St Raphaela's Road Upper Kilmacud Road Stillorgan A94 R7N8  
<https://www.straphaelasns.ie>

#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Jun 19 2025
Application Closing Date:	Wed Jul 2 2025
Commencement Date:	Mon Aug 11 2025
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	23
Current Enrolment:	420
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

Saint Raphaela's is an all-girls Primary School in Stillorgan with over 400 students and a large green campus. As a school we are committed to excellence in all activities and the role of school caretaker is integral to maintaining a happy and safe school for our school family.

We are looking for a reliable, trustworthy, hardworking individual to work with us as Caretaker. The role is a permanent position, on a part-time basis (presently 32.5 hours per week) that runs from mid-August to mid-July each academic year. The successful candidate will be employed directly by the Board of Management of St. Raphaela's Primary School.

##### Key Responsibilities:

The following (although not exhaustive) are necessary requirements, skills and qualities for the suitable candidate

- Maintenance: Oversee the maintenance and repair of school facilities, including minor repairs, painting, carpentry and general upkeep across the school and grounds.
- Note and arrange the receipt of stores and other materials for general use, and for the transfer of stores, equipment and similar materials.
- Liaising with trades people / contractors
- Ensuring school access during bad weather, and attending site for safety checks prior to staff/school re-opening
- Security: Open and close the school each day, ensuring that the premises /playgrounds are secure. First key-holder, attending to alarm call outs.
- Cleaning: Work alongside cleaning staff and take responsibility for defined areas of the school building: shared spaces /school hall/ floor buffing etc. Ensuring the general tidiness of school, disposal of rubbish, mopping spillages, dealing with blockages etc.
- Responsibility for the maintenance of the school grounds including: mowing, weeding flowerbeds, strimming and maintenance of paths, parking areas, access routes, lining school

pitches for matches/events.

- Assisting with the set up and takedown activities for the full range of school events including open day signage, display boards etc.
- Parking and traffic management.
- A clear understanding of Health and Safety Procedures, appropriate equipment and clothing will be provided.
- Strict compliance with School Child Protection Policy. This position is subject to satisfactory Garda vetting
- Other related duties as assigned by the School Principal e.g. annual tasks at the end and before the start of the school year.

#### Essential requirements

This role is one of trust and responsibility requiring the successful candidate to be technically competent, hardworking and practical. The person will be an experienced tradesperson/craftsperson/technician who has held a position of responsibility in a related role and is committed to maintaining the highest of standards in maintenance with a strong attention to detail and cleanliness. They must be capable of working on their own initiative.

The successful candidate must be a good communicator with adults and children, professionally confidential in relation to all matters of school business and must understand how their role is crucial to providing a physical environment that nurtures and encourages student learning. The role requires the individual to be flexible relating to their hours of work. There may be occasions during the school year that work outside normal school hours are required to to safely provide maintenance /make facilities available. Close proximity to Stillorgan area is essential to provide for occasional bad weather safety measures or alarm call outs.

#### Desirable requirements:

- A trade qualification would be an advantage
- Current and clean driving license an advantage

Hours of Work: 32.5 hours per week over 5 days (split shift)

Annual leave is to be taken during school closure periods, in agreement with the Principal.

Rate of Pay: €16 per hour

#### How to Apply:

Interested candidates should submit a cover letter and a CV outlining relevant experience by post (or in person) by Friday 27th June to the school office for the attention of :  
Secretary to the Board of Management,  
St. Raphaela's Primary School,  
Stillorgan,  
Dublin,  
A94 R7N8

Feel free to attach any relevant qualifications, courses undertaken, certificates etc

Please include contact details for at least two referees in your CV.

Shortlisted candidates will be invited for an interview during the week beginning 7th July.  
All appointments will be subject to satisfactory reference checks and Garda vetting.  
This position is subject to a six month probationary period.

Any questions, please email: [apply@straphaelasns.ie](mailto:apply@straphaelasns.ie)

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

#### Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17470I  
**Apply To:** Secretary to the Board of Management,  
St. Raphaela's Primary School  
St. Raphaela's Road  
Stillorgan  
A94 R7N8  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [apply@straphaelasns.ie](mailto:apply@straphaelasns.ie)  
**Website:** <https://www.straphaelasns.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.