

ADVERT ID 248367

Caretaker/Janitor

The Red Door School

Monkstown Grove Monkstown Avenue Monkstown N/A A94 D3H7
<https://www.thereddoorschool.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Feb 18 2026
Application Closing Date: Fri Mar 6 2026
Commencement Date: Mon Mar 9 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Other
Total No. of Teaching Staff: 5
Current Enrolment: 30
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:

The Red Door School is seeking a new part-time Caretaker on a fixed term basis from as soon as is possible until end of August 2026.

The Caretaker is responsible for the care, maintenance, security, and general upkeep of the school building and grounds. The role supports the provision of a safe, clean, and welcoming environment for pupils, staff, parents, and visitors, in accordance with Department of Education guidelines and the policies of the Board of Management.

Working Hours:

This is a part-time position of 15 hours per week, worked on a split-shift basis. Workplace will be the campus of The Red Door School, including Dun Laoghaire Educate Together National School which co-habits the school site.

- Morning shift – prior to the commencement of the school day.
- Afternoon shift – following the conclusion of the school day.

Exact hours will be agreed with the Board of Management and may vary slightly to meet the operational needs of the school.

Key Responsibilities:

- Open and close the school building each day.
- Ensure all doors, windows, and gates are secured.
- Operate and monitor the school alarm system.
- Act as a designated key holder.

- Carry out minor repairs and general maintenance tasks.
- Monitor the condition of buildings, fixtures, furniture, and equipment.
- Work closely with cleaners, teachers and administrative staff to ensure a safe, clean, and well-organised environment for all.
- Ensure the premises and grounds are maintained in a safe condition.
- Ensure outdoor areas are tidy and free from litter.
- Manage waste disposal and recycling.
- Maintain school grounds, including grass cutting where applicable.
- Grit pathways during icy weather as required.
- Assist with room setup for school events and meetings.
- Accept deliveries and move supplies as required.

Essential Skills and Experience:

- Practical maintenance skills; previous experience in a caretaker, maintenance, or facilities role is advantageous.
- Ability to work independently and use initiative.
- Knowledge of health and safety requirements.
- Reliable, trustworthy, and punctual.
- Good communication and interpersonal skills.

Desirable

- Previous experience in a school or similar environment.
- Basic knowledge of alarm/security systems.
- Manual handling certification.

Applications:

Interested candidates should submit a cover letter and a CV outlining relevant experience to the Secretary of the Board of Management by email by Friday 6th March 2026. Applications should be sent to recruiteddoor2025@gmail.com

Applicants may be expected to present evidence of practical work completed during previous employment.

The successful candidate will be required to undergo Garda Vetting in accordance with the National Vetting Bureau.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20381D
Apply To:	Monkstown Grove Monkstown Avenue Monkstown N/A A94 D3H7
County:	Dublin
Postal District:	County Dublin
Enquiries To:	admin@thereddoorschool.com
Website:	https://www.thereddoorschool.com
Further Information:	https://www.thereddoorschool.com