

ADVERT ID 258998

Caretaker/Janitor

Scoil Choca Naofa

2 Church Street, Commons East, Kilcock, W23 KD79

<https://www.scoilchoca.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Jul 17 2026
Application Closing Date:	Fri Jul 31 2026
Commencement Date:	Thu Aug 27 2026
Status of Post:	Part-Time
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:	25
Current Enrolment:	447
Droichead school:	Yes

POST DETAILS

Additional Information:

We are looking for a reliable, trustworthy caretaker to join our primary school team.

This is a permanent position, currently 22 hours/week paid weekly in arrears, hours may increase as the school grows.

Ideally applicants will have general maintenance and grounds keeping skills, as well as an understanding of caretaking duties, health, safety and security and have very good DIY skills.

Some responsibilities (though not exhaustive) of the role include:

- Opening and closing the school building and securing the grounds daily, which requires attending the school early morning to open up and in the evening to lock up.
- To ensure the school building and its grounds are maintained to a high standard all year round.
- Identifying tasks/duties to be carried out in consultation with the Principal/Board of Management.
- Ensuring that furniture, equipment and fittings are maintained to a high standard
- Scheduling annual maintenance on all necessary school equipment and systems
- Some Cleaning duties during Summer months
- Repairing insofar as possible any damage to the structure of furniture, fittings and equipment.

The successful candidate will ideally have:

- A very pleasant disposition.
- A good standard of English
- A good understanding of safe working practices and health and safety legislation.
- An ability to work independently and show initiative.
- An ability to prioritise jobs and be punctual.

- Good problem-solving skills.
- Good communication and organisational skills.
- Understand the importance of confidentiality, of honesty and teamwork.

Desirable Qualifications/Experience

- Previous experience in a similar role
- Experience using gardening equipment
- Trade qualification i.e. plumber, carpenter, electrician, fitter
- Manual handling certificate
- Basic knowledge of IT
- Full, clean driver's license

Please include an email address on your CV for correspondence.

This position is subject to satisfactory Garda Vetting.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

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: 11976K
Apply To: Chairperson of the Board of Management
 Scoil Chóca Naofa
 2 Church Street,
 Commons East,
 Kilcock,
 W23 KD79
County: Kildare
Website: <https://www.scoilchoca.ie>
Further Information: <https://www.scoilchoca.ie>

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