ADVERT ID 261511

Caretaker/Janitor

SN na nAingeal Coimhdeachta

Guardian Angels' N.S. Newtownpark Avenue Blackrock A94 H395
https://www.guardianangels.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Aug 28 2026
Application Closing Date:	Fri Sep 11 2026
Commencement Date:	Mon Sep 21 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	29
Current Enrolment:	426
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:
Summary of the Duties and Responsibilities of the School Caretaker

The duties and responsibilities listed below are not intended to be exhaustive or exclusive. The Caretaker will work closely with the Principal, school staff, cleaners and external contractors to ensure that the school premises, grounds and facilities are maintained to a high standard and remain safe, secure and fit for purpose.

Premises and Maintenance

• Operation, monitoring and routine maintenance of electrical, plumbing, heating and security systems, within the Caretaker's level of competence and training.

• Monitoring the efficiency of the heating system and ESB meters and reporting any issues or unusual usage.

• Carrying out routine inspections of the school premises and reporting maintenance, repair and safety issues to the Principal.

• Maintenance and repair, where appropriate, of furniture, windows, fixtures and fittings.

• General maintenance and upkeep of the school building and facilities.

• Upkeep and renewal of internal and external paintwork.

• Identifying maintenance requirements and planning larger maintenance projects in consultation with the Principal.

• Liaising with and providing access to professional tradespeople and contractors and assisting with the coordination of maintenance and repair works.

• Ensuring that any specialist or technical works are referred to appropriately qualified professionals where required.

Grounds and Outdoor Areas

• Maintaining the general tidiness and appearance of the school environment, including grounds, gardens and green areas.

• Maintenance and general upkeep of paths, entrances, gates, fencing, car parks, play areas and other external facilities.

• Disposal of rubbish and supporting the school's recycling and waste management arrangements.

• Ensuring outdoor areas are safe and appropriately maintained.

• Taking appropriate action during periods of adverse weather, including making the school premises and access routes safe where possible.

Security and Opening/Closing Duties

• Opening and closing the school premises as required.

• Acting as the first keyholder for the school.

• Carrying out general security-related duties and ensuring that the school premises are appropriately secured.

• Responding to out-of-hours security or alarm call-outs and emergencies, where required.

• Maintaining appropriate control and security of school keys and access arrangements.

• Reporting any security concerns, damage or incidents promptly to the Principal.

Health, Safety and Emergency Response

• Supporting the Principal in maintaining a safe school environment for pupils, staff and visitors.

• Carrying out routine checks of the premises and reporting potential hazards or defects.

• Taking appropriate immediate action to address hazards where possible and reporting matters requiring further attention.

• Responding appropriately to urgent maintenance issues, including leaks, heating failures, power outages, storm damage and other emergencies.

• Supporting fire safety, alarm testing, statutory inspections and servicing arrangements as required.

• Ensuring that tools, equipment and maintenance materials are used and stored safely.

• Complying with all relevant school health and safety procedures and policies.

School Operations and Support

• Working closely with school cleaners to ensure the general upkeep, cleanliness and presentation of the school premises.

• Assisting in preparing the school for reopening following the summer holidays and other school closures.

• Assisting with the setting up and securing of rooms, furniture and equipment for school activities, meetings and events.

• Moving and arranging furniture and equipment as reasonably required.

• Receiving deliveries and assisting with the safe storage and movement of supplies and

equipment where appropriate.

• Maintaining appropriate records relating to maintenance issues, contractor visits, meter readings, inspections and incidents as required.

• Supporting inspections and servicing of school facilities and equipment.

• Reporting maintenance requirements and other concerns promptly to the Principal.

Environmental Responsibilities

• Compliance with and support for the school's Green Schools Policy.

• Supporting recycling, energy efficiency and other environmental initiatives within the school.

• Monitoring energy usage and identifying opportunities to reduce unnecessary energy consumption.

Safeguarding and Professional Responsibilities

• Strict compliance with the school's Child Safeguarding/Child Protection Policy and all relevant safeguarding procedures.

• Maintaining appropriate professional boundaries when working in a school environment.

• Treating all pupils, staff, parents, visitors and contractors with courtesy and professionalism.

• Maintaining confidentiality in relation to school matters.

• Working cooperatively with the Principal, teachers, SNAs, administrative staff, cleaners, contractors and other members of the school community.

• Undertaking relevant training as required, including health and safety, fire safety and safeguarding training.

• Demonstrating a flexible, reliable and helpful approach to the role.

• Undertaking other duties appropriate to the role, as reasonably directed by the Principal.

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

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	19335M
Apply To:	Postal Applications Caretaker Application Mr Brian McArdle Principal Guardian Angels' N.S. Newtownpark Avenue Blackrock A94 H395 email applications careersguardianangels@gmail.com Subject Line Caretaker Application
County:	Dublin
Postal District:	County Dublin
Website:	https://www.guardianangels.ie

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