

ADVERT ID 261760

Caretaker/Janitor

Scoil Mhuire Gan Smal

1 Shean Lower Blarney Co Cork Blarney T23WP23
<https://smgsblarney.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Sep 2 2026
Application Closing Date: Thu Sep 10 2026
Commencement Date: Thu Sep 17 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 1150
Droichead school: Yes

POST DETAILS

Additional Information:

Scoil Mhuire gan Smál, Blarney invites applications for the valued position of caretaker of our school.

The successful candidate will have: experience in general maintenance and gardening skills, very good DIY skills; an ability to work independently and show initiative, an understanding of the importance of confidentiality and compliance with school Child Protection Safeguarding Policy.

Essential requirements:

- Own Transport.
- Clean Driver License

Previous experience in a cleaning, caretaking, facilities or similar role would be an advantage.

This role is for 39 hours a week. Working hours from early afternoon to late evening with the possibility of overtime at weekends.

The duties of a Caretaker are listed below:

1. To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.
2. To be responsible for the opening and closing of the buildings as required.
3. Ensure that the School buildings are safe and secure at the conclusion of classes, examinations or functions.
4. To keep the School premises, furniture and equipment secure.
5. To keep the School premises, furniture and fittings in a clean condition (this includes bathrooms on a continual basis throughout the day in accordance with requirements of the H.S.E./Environmental Health Officer.
6. To supervise canteen area during meal times.
7. To keep in a clean condition all glass doors, windows, etc., and to carry out painting of walls, woodwork and window frames as directed by the School Principal / Line Managers.
8. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
9. To keep in safe custody the keys of all rooms in the building and to ensure that no

unauthorised person has access to any part of the building

10. When night classes, examinations or School functions are being held, the Caretaker will be obliged to be on duty half an hour before the start of such classes or functions and have rooms in readiness for class.

11. To set out and transfer as required, class materials, equipment and furniture, including preparation for Group Meetings and other after School events.

12. To give such assistance as may be required outside the School building as directed by the School Principal / Line Managers.

13. To keep the School grounds in good order, including mowing, weeding, strimming and maintenance of paths, parking areas, and all access routes.

14. To open and close the School as directed by the School Principal / Line Managers. To control the entry of students to and their exit from the School and have all rooms ready for activities at least half an hour before the official time of commencing.

15. To note and arrange for the receipt of furniture, equipment, food supplies, fuel, and other materials for general use.

16. To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the Board of Management, School Principal / Line Managers.

17. To complete relevant documentation as required under Health and Safety legislation.

18. To work in compliance with the School's Safety Statement.

To carry out any other duties appropriate to the position. This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the Principal and to contribute to the development of the post while in the role.

The successful candidate will be required to complete the Garda Vetting process prior to taking up the position and will be required to comply with the school's Child Safeguarding Statement, Risk Assessment and all relevant school policies and procedures.

[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 (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62090D

Apply To: 1 Shean Lower
Blarney
Co Cork
Blarney
recruitment@smgsblarney.ie

County: Cork

Website: <https://smgsblarney.ie>

Further Information: <https://www.educationposts.ie/kb/120/general-child-protection-procedures-for-schools-2025>