

ADVERT ID 261975

Caretaker/Janitor

Dominican Primary School

Convent Road Dún Laoghaire N/A A96 V2P2
<https://www.dominicandunlaoghaire.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Sep 8 2026
Application Closing Date:	Wed Sep 16 2026
Commencement Date:	Thu Oct 1 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	19
Current Enrolment:	204
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:

This is a permanent post. The position is funded by the Department of Education and Youth Ancillary Grant Scheme. It is a 35 hr per week post. School specific times will be allocated after Garda Vetting (eg. 7.30 am - 9.30 am and 1.00 pm - 6 pm). This post requires caretaking and daily cleaning of the building.

Main Duties and Responsibilities

The duties of the Caretaker/Cleaner will include, but will not be limited to:

- Maintaining a high standard of cleanliness and hygiene throughout the school premises, including classrooms, offices, corridors, toilets, staff areas and communal spaces on a daily basis.
- Cleaning and maintaining floors, surfaces, furniture, fixtures and fittings on a daily basis and as required.
- Emptying bins and ensuring waste is managed appropriately.
- Maintaining appropriate stocks of cleaning materials and notifying the Principal or designated person when supplies are required.
- Opening and securing the school premises in accordance with agreed procedures. Being available for alarm callouts.
- Carrying out routine checks of the school building and grounds and reporting any defects, hazards or maintenance issues.
- Assisting with general maintenance including painting and minor repairs, where appropriate and within the scope of the role.
- Maintaining the school grounds and external areas to an appropriate standard.

- Preparing, arranging and tidying rooms and facilities for school activities, meetings and events. Preparation of classrooms during school holidays.
- Ensuring that all cleaning and caretaking duties are undertaken in accordance with relevant health and safety, hygiene and school procedures.
- Assisting in ensuring that the school premises remain safe and secure for pupils, staff and visitors.
- Carrying out other reasonable duties appropriate to the position, as directed by the Principal or Board of Management.

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

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.

The above requirements are not an exhaustive list of duties and the successful candidate may be required to perform other duties as directed by the school authorities.

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

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 05600C
Apply To: Principal
 Convent Road
 Dún Laoghaire
 Co. Dublin
 A96 V2P2
 or
jobapp@dominicandunlaoghaire.ie
County: Dublin
Postal District: County Dublin
Website: <https://www.dominicandunlaoghaire.ie>

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