ADVERT ID 263862

Caretaker/Janitor

Scoil Mhuire Muineachán

Cnoc Mhuire Mullach Mhuineacháin Muineachán Muineachán H18 A215
https://www.stmarysbns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Nov 4 2026
Application Closing Date:	Wed Nov 11 2026
Commencement Date:	Mon Nov 16 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Boys
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	23

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:
ADVERTISEMENT FOR THE POST OF CARETAKER JANITOR

School Name: St. Mary's Boys' National School Monaghan

Location: St. Mary's Hill, Clones Road, Monaghan.

Position: Permanent Caretaker / Janitor (Part-Time)

Hours: 25 hours per week (Monday to Friday, 12:00 pm – 5:00 pm)

Rate of Pay: €18.50 per hour (paid in accordance with Department of Education guidelines)

Job Overview
The Board of Management of St. Mary's BNS invites applications for the position of a permanent, part-time Caretaker / Janitor.

The successful candidate will become an essential member of our school community, taking hands-on responsibility for the daily operation, security, maintenance, cleanliness and groundskeeping of our school building and facilities.

Key Employment Terms
Working Hours: 25 hours per week, 5 days per week (Monday to Friday, 12:00 pm to 5:00 pm). Flexibility is required to accommodate occasional out-of-hours callouts or school events.

Remuneration: €18.50 per hour, less statutory deductions.

Annual Leave: Pro-rata entitlement of 11 days per annum, with pay. Leave must be taken during school holidays/closures, following consultation with the Principal.

Sick Leave: Scheme terms apply up to a maximum period in accordance with guidelines.

Location: St. Mary's BNS, Monaghan, Co. Monaghan.

Core Duties & Responsibilities

The role encompasses caretaking, groundskeeping, facility maintenance, heating and lighting oversight, monitoring of water and energy use / generation and cleaning duties:

1. Security, Access and Keyholding
Act as primary keyholder for evening lock-up, ensuring all doors, windows, gates and restricted areas are fully secured at 5:00 pm.
Safe keeping of all keys, fobs, and access codes..
Activate and deactivate burglar and fire alarms as required.
Respond to out-of-hours callouts for an agreed additional callout payment
Be point of contact for deliveries and provide access to external personnel as required
Ensure no unauthorised persons gain access to restricted school areas.
Maintenance and installation of boundary fencing and gates.

And all other duties of this type, essential to the operation, development and maintenance of the school as assigned by the Principal and as arises.

2. Building Maintenance & Minor Repairs
Maintain all buildings, furniture, fittings and equipment in a safe and working condition.
Carry out routine minor maintenance and repairs (e.g., basic carpentry and plumbing,, furniture repair, touch-up painting, shelving, unblocking drains, power-hosing).
Proficiently and safely operate basic hand and power tools.
Proactively follow a maintenance log and plan projects.
Coordinate, escort and assist visiting external contractors and tradespeople.
Undertake all additional duties of this type for which they are trained, registered, certified and qualified to do so.

And all other duties of this type, essential to the operation, development and maintenance of the school as assigned by the Principal and as arises.

3. Heating Plant and Utility Systems (Gas and Electric) Lighting Installation, Water
Monitor and manage the school's gas and electrical heating systems and plant machinery and lighting installation throughout the year (heating and lighting time clocks / panels / switches / pumps/ inverter)
Conduct day-to-day operational safety checks of the gas boilers and heat pumps and electrical heating appliances and, monitoring energy output following training.
Ensure boiler areas and plant rooms are clean, safe and securely locked.
Take meter readings at source (gas, electricity, water, solar)
Manage water use / energy efficiency (as applicable)

And all other duties of this type, essential to the operation, development and maintenance of the school as assigned by the Principal and as arises.

4. Groundskeeping and External Environment
Upkeep of school grounds, including lawn mowing, planting, weeding, tree and hedge maintenance.
Removal of moss on tarmac / play area and algae growth on walls
Maintain 3G surface
Proactively follow a maintenance log and plan projects.
Sweep/ clear pathways, clean play areas and clear leaves / puddles / snow.
Execute winter weather preparation, including gritting footpaths, carparks and access routes in advance of severe weather (ice, frost, snow).
Maintain external fences, steps, outdoor learning areas, goalposts and all weather surface
Cleaning / Painting of External Walls.
Cleaning of All Windows / Solar Panels using specialist equipment
Keep all drains, gulleys and gutters clear.
Maintain floors in a dry and safe state during wet weather.

And all other duties of this type, essential to the operation, development and maintenance of the school as assigned by the Principal and as arises.

5. Cleaning and Daily Sanitation
Execute assigned daily / weekly / as required cleaning tasks across all classrooms, corridors,

offices, gym, specialist rooms, dome, staffroom and all toilet facilities.
Clean all Touchpoints
Maintain and monitor all cleaning equipment and appliances and use all effectively
Deep clean, wash and store equipment; replenish soap, hand towels and hygiene materials.
Manage waste collection, keeping indoor and outdoor bin areas clean and organised.
Monitor stock levels of caretaking and cleaning supplies, arranging replenishment as required.

And all other duties of this type, essential to the operation, development and maintenance of the school as assigned by the Principal and as arises.

6. Health, Safety and Administration
Conduct regular Health & Safety checks, including fire alarm testing, emergency lighting checks and fire drill support under the direction of the Principal.
Maintain accurate compliance records and a school "Log of Issues" document.
Report defective equipment, security breaches, structural damage, or vandalism to the Principal/Deputy Principal immediately.
Accept, log, unpack and store incoming school deliveries and set up rooms for assemblies, and school events.
And all other duties of this type, essential to the operation and development and maintenance of the school as assigned by the Principal.

Requirements & Personal Profile
Experience: Previous experience in caretaking, building trades, groundskeeping, facilities management, or commercial cleaning is highly desirable.
Technical Skills: Practical trade skills and proficiency in using basic hand and power tools.
Garda Vetting: Appointment is strictly subject to satisfactory Garda Vetting clearance.
Health: Candidates must be in good health and complete a pre-employment medical assessment prior to appointment.
Personal Attributes: Exceptional reliability, punctuality, initiative, organisational skills, discretion and the ability to work independently.
Environment: Comfortable working in a primary school environment around children and collaborating warmly with school staff.

Selection & Application Process
The selection process will include shortlisting, a competitive interview, reference checking and pre-employment medical/vetting checks.

To apply, please submit:
A formal Letter of Application
A detailed Curriculum Vitae (CV) highlighting relevant skills and experience
A completed Application Form
Contact details for two professional referees

Applications should be sent to:
The Chairperson of the Board of Management
By Email: postanna@1867.ie
By Post: St. Mary’s Boys’ National School, St. Mary’s Hill , Monaghan, Co. Monaghan H18 A215
Closing Date for Applications: 5:00 pm on Wednesday 11th November 2026
Advance Notice - Interviews will be held on the evening of Thursday 12th November, 2026

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
- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number:	17150N
Apply To:	Cnoc Mhuire Mullach Mhuineacháin Muineachán Muineachán H18 A215 office@1867.ie
County:	Monaghan
Website:	https://www.stmarysbns.ie
Further Information:	https://www.stmarysbns.ie
Application Form:	Application Form – Caretaker Janitor SMM.pdf

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