ADVERT ID 264040

Caretaker/Janitor

Lucan Community Special School

Kishogue Cross, Lucan, Dublin Dublin K78FA37

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Nov 11 2026
Application Closing Date:	Wed Dec 2 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Part-Time
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

Gender:	Co-Educational
School Patronage:	ETB
Total No. of Teaching Staff:	8
Current Enrolment:	30
Droichead school:	Yes

POST DETAILS

Additional Information:

Lucan Community Special School invites applicants forward for the position of Caretaker Attendant. The Caretaker will initially work a 25 hour contract with a salary of €25,127 per year.

The position will cover 15 hours of maintenance and 10 hours cleaning per week.

Duties included but not limited to this role include:

TASKS / DUTIES & RESPONSIBILITIES:
? Routine and non-routine opening and closing of the premises and grounds in accordance with the instructions of the Principal or the Deputy Principal as his/her nominated delegate.
? Co—operation in ensuring security and safety within building during school days as agreed with the Principal or the Deputy Principal including during times of timetabled morning and lunch breaks.
? Attendance to ensure security and safety and performance of other duties during evening class programmes and other after-school activities in accordance with the instructions of the Principal or the Deputy Principal. To be available for overtime in order to undertake the above and other appropriate duties as required.

? Security of the Premises and its content. Responsible for:
? Taking care of the school premises and contents and prevention in so far as possible, of any damage to the structure, furniture, fittings or equipment on the part of students or others.
? Checking and securing of windows, doors and gates (internal and external).
? Operation of fire and burglar alarms, and CCTV system in accordance with the instructions of the Principal or the Deputy Principal.
? Safe custody of keys of the premises including key-holder responsibilities, where and/ or at times that duty is not specifically assigned to a retained outside body.
? Reporting to the Principal/Deputy Principal of any instances of unauthorised use of or unauthorised entry to or damage to the premises.

? Lighting and heating of the premises and the routine maintenance and operation of plant. Ensuring adequate supplies of requisites are requisitioned in good time.
? Cleaning and Housekeeping (internal and external): Responsible for
? Ensuring that circulation and social areas, interior and in the open, are kept clean and tidy to COVID-19 cleaning standard levels during each school day and especially after morning and lunch breaks.
? Ensuring that classrooms, circulation areas, staff room, offices etc. are cleaned to COVID-19 standard level at the end of each school day and/or following after-school activities in order to be in a fit and proper condition for school to commence the following morning, by way of personal cleaning as assigned, and by way of overseeing and managing the work of cleaning staff in all areas.
? Ensuring that all external hard surfaces- paths, grounds around the property, are clean, tidy and free of litter; that all drains and gullies are free flowing and clean.
? Ensuring that all bin areas and bins within the College are emptied, washed and cleaned regularly.
? Ensuring that any graffiti in or on building or external walls is promptly removed after recording and report to Principal/ Deputy Principal.
? Ensuring that all canteen/kitchen and toilet areas are cleaned and litter-free.
? Preparing the premises for after-school activities together with the clearing up and cleaning thereafter and the preparation of the premises for its normal use on the following morning.
? Ensuring that adequate supplies of cleaning materials and other requisites are requisitioned in good time.

? Responsible for ensuring all defects in cleaning/maintenance equipment are reported promptly to the Principal/ Deputy Principal and arrangements made for repair on approval of same.

? Porterage duties will include the
? receipt of materials and other goods that have been delivered to the premises and their distribution to and from appropriate points of storage.
? Setting out or putting away tables, desks or any other furniture within the premises as required including preparing for activities outside the normal working day.
? Transport all refuse bins to and from their collection points.
? Electrical Services - replacing bulbs, tubes and plugs.
? Operate boiler controls and timers to maintain appropriate heating and other services.

? Maintenance/ Handyperson duties within the competence of the post-holder including
? ensuring that the flat areas of the roof and the gutters of the building are kept clear.
? Clear minor sick/toilet blockages
? ensuring, during mid-terms, at Christmas, Easter and Summer, when the school is closed to day students, a thorough cleaning and polishing of such parts of the building (and of the furniture therein) as may be assigned to him/her; and by way of overseeing and managing the work of cleaning staff in all areas.
? Ensuring that he/she carries our minor repairs and paintwork as directed
? Maintenance of School Grounds and Playing Areas with skill in operation of mechanical grass cutting equipment, and to undertake weeding, mowing and planting, as required, ensuring that the grounds and the paths adjoining the boundary walls are free of litter and are always neat and presentable.
? To ensure his/her own times of attendance and those of cleaning staff are recorded in the non-teaching staff attendance book in the Front Office. Where duties or other agreed reasons require departure from the building during working hours that the latter be also recorded in the attendance book.
? Any other duties appropriate to the grade which may be assigned from time to time.

General
? All duties must be carried out to comply with:
? COVID-19 HSE/ETB maintenance and cleaning protocols and practices.
? Safety, Health and Welfare at Work Acts, 1989 – 2018.
? ETB's Codes of Practice and Procedures.

ESSENTIAL REQUIREMENTS
• Experience and understanding of Health and Safety issues
• Understanding/experience in electrics, plumbing and carpentry
• Experience in grounds keeping (e.g. garden maintenance)
• Good organisational and time management skills
• Ability to work effectively and supportively as a member of the school team.
• Ability to act on own initiative, dealing with any unexpected problems that arise
• Punctual, reliable and trustworthy
• Confidentiality with regard to school business
• Holder of current Driving Licence would be desirable.
• Experience of working in a trade would be an advantage.

The start date for this position will depend on the successful candidate being Garda Vetted.

Applications will close at 1pm on the 2nd December 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

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20595W
Apply To:	admissions@lucancss.ie
County:	Dublin
Postal District:	County Dublin

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