

Caretaker Advert

MAIN DETAILS

School Name & Address

Eircode

Date Posted:

Any date

Application Closing Date:

Recommended at least 7 days from first date of posting

Commencement Date:

Any date

Status of Post:

Permanent/Fixed-Term

Number of Vacancies: 1

SCHOOL TYPE

School Type:

Mainstream

School Structure:

Vertical

Gender :

Co-educational

School Patronage:

Catholic

Total No. of Teaching Staff:

XX

Current Enrolment:

XXX

Droichead school:

Tick Yes/No

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within the school year from the date on which the Board of Management approves the successful candidate.

Application Requirements

Letter of Application

Referees (name, role, contact no.)

CV (Unbound/Slide Binder)

Additional information:

Full time/part time (if part time include the number of hours per week attached to the post)

The following (although not exhaustive) are necessary requirements, skills and qualities for the suitable candidate:

- Competent, hardworking, reliable, enthusiastic
- Ability to act on own initiative & identify tasks/duties that need to be carried out
- Willingness to take care of the school premises & contents (furniture, equipment, plumbing, fittings etc)
- Responsibility for the maintenance of the school grounds
- Custodian of the keys for all rooms, responsible for opening & closing school
- A clear understanding of Health & Safety procedures
- Keep the Principal informed of maintenance matters
- Exercise economy in the use of fuel & light throughout the building
- Note and arrange the receipt of stores and other materials for general use, & for the transfer of stores, equipment & similar materials
- To plan, record & update work weekly

Business/Trade qualification is desirable i.e. plumber, carpenter, electrician, fitter

Previous experience in a similar role would be an advantage.

This position is subject to satisfactory Garda vetting

Applications to be submitted by

Post

APPLY TO THIS JOB VACANCY

Roll Number: 123450

Apply to:

Chairperson of the Board of Management

School Name and Address

Enquiries to: xxxxschool@gmail.com

Website: www.schoolname.ie