

Caretaker Vacancy at Salesian Secondary College, Pallaskenry, Co. Limerick.

Closing Date: Tuesday, 29th July 2025. Commencement Date: 18th August 2025

Employer: The Board of Management of Salesian Secondary College

Reports to: School Principal/Deputy Principals

Contract: Fixed term (subject to a probationary period of 6 months).

Hours of Work: 8.00am-5pm. (8 hours per day plus 1 hour of breaks) during school opening.

Days of Work: Monday to Friday 8.00 - 5.00pm.

Support staff play a vital role by providing a physical environment that is warm, safe, respectful, clean and conducive to learning and creative expression. This in turn provides a nurturing learning environment for our students. The school is committed to excellence in all activities and the role of School Caretaker is hugely important in ensuring that all school facilities, equipment, buildings and grounds are maintained to a very high standard. In addition, the School Caretaker will work with the principal and staff to ensure that the school is constantly aiming to become as efficient as possible.

Duties and Responsibilities:

Monitoring efficiency of the heating system. Maintenance and repair of furniture, windows, fixtures and fittings.

Planning larger maintenance projects with the Principal/Deputy Principals.

Upkeep and renewal of paintwork.

General tidiness of school and bathrooms, disposal of rubbish.

Maintenance of school pitch.

General cleaning and upkeep of school, organising of school cleaners.

Opening and closing of the school / general security related duties.

First keyholder, attending to alarm call outs.

Making the school safe, particularly during bad weather conditions.

Health and safety responsibilities.

Strict compliance with School Child Protection Policy.

Other related duties.

Experience and Skills Required:

Ideally the successful candidate will have several years general maintenance experience.

Experience of holding a position of responsibility is preferred.

A commitment to maintaining the highest of standards and the ability to improve the school environment is required.

Person Specification:

This role is one of trust and responsibility requiring the successful candidate to be technically competent, hardworking, practical and create well developed maintenance systems. They must be capable of working on their own initiative. The successful candidate must be a good communicator with adults and children, professional, confidential and must understand how their role is crucial to providing a physical environment that nurtures and encourages student learning. The role requires the individual to be flexible relating to their hours of work. They may be required to work outside normal school hours to safely provide maintenance and to make facilities available. This flexibility relating to hours of work is a core responsibility of the position. The position is subject to Garda vetting.

Application Requirements:

Letter of Application

Referees (name, role, contact no.)

CV (Unbound/Slide Binder)

Email to secretary@salesiancollege.ie by Friday 29th July 2025. Please put 'CARETAKER APPLICATION' in the subject bar. Or alternatively, post to CARETAKER APPLICATION, Salesian Secondary College, Don Bosco Road, Pallaskenry, Co. Limerick, V94 WP86.