



St. Columba's College, Stranorlar, Co. Donegal.

Phone (074) 9131246 Fax (074) 9132528

Vacancy – School Caretaker/Cleaner

Vacancy: Applications are invited by post or email to staffrecruitment@stcolumbasstranorlar.ie for the position of School Caretaker/Cleaner for St. Columba's College for 39 hours per week.

Reports to: School Principal
Contract: Fixed term
Hours of work: 12 noon to 8pm Mondays to Thursdays
11am to 6pm on Fridays

Commencement Date

Employment will commence with immediate effect. There will be a probation period of no longer than 6 months. Holidays must be taken in consultation with the school and avoid unnecessary loss of time during the school year.

Duties

Duties will include but are not limited to:

- Maintenance of the grounds, general upkeep of the building inside and outside, disposal of rubbish, grass cutting
- General cleaning but specific areas will be assigned for daily cleaning
- Monitoring systems (Electricity/Heating /Plumbing) and reporting defects to the relevant authority (Principal)
- Moving and setting up furniture for meetings etc.
- Replacing and monitoring stocks of toiletries, cleaning materials, dispensers etc.
- Repair of furniture/fixtures and fittings where practical
- To organise and undertake on a pre-planned basis the polishing of floors, washing of walls, cleaning of furniture, washing of windows and ledges during school holidays.
- Upkeep and renewal of paintwork
- Unlocking/locking of school building as appropriate with responsibility for turning off/on alarm as required
- Key holder - attending to alarm call outs if needed
- Carry out remedial work in the event of unforeseen circumstances
- Making the school safe, particularly during bad weather conditions
- Health and safety responsibilities

Principal: Mr. Tom Rowan

Deputy Principals: Mr. John Sweeney, Ms. Georgina White, Ms. Amanda Timony

- Parking and traffic management
- Strict compliance with school child protection policy
- Other related duties.

QUALITIES

St. Columba's College is a Catholic Voluntary Secondary School within the CEIST Trust and is committed to the pursuit of excellence in a caring environment. Inspired by the vision of Catherine Mc Auley, Mercy education is committed to the holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised.

St. Columba's College aims to provide a happy, secure environment conducive to good behaviour in which students can develop emotionally, spiritually and academically taking the child's background, circumstances and ability into consideration. We strive to develop a culture where good relationships are encouraged, people feel valued and respected and pupils are encouraged to express themselves.

The school is committed to excellence in all activities and the role of School Caretaker/Cleaner is hugely important in helping to provide an environment conducive to learning and teaching. The successful applicant must be punctual, dependable and hardworking. Good communication skills with adults and children is also very important.

Qualification

A completed cert in Manual Handling would be desirable (training will be provided if necessary).

Experience in general maintenance with basic skills pursuant to the job description above.

Applicants should have knowledge of the Fire Safety Regulations, Health and Safety Regulations, Emergency Procedures.

Application

All interested candidates should submit their letter of application and curriculum vitae to the Principal, St. Columba's College, Stranorlar, Co. Donegal, by post or by email to staffrecruitment@stcolumbasstranorlar.ie.

Applicants must supply contact details for two referees and comply with Garda Vetting requirements.

Shortlisting may apply. Only shortlisted candidates will be contacted.

Canvassing will disallow.

Closing date: 5pm on Monday 13th May 2024

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