



PICES (CE Scheme) / Southside Partnership

DLR



#CES-2476338

DUN LAOGHAIRE COMM TRAINING CT, 41A



York Road, Dun Laoghaire, Co. Dublin, A96

WD34



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/10/2026



02/12/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Caretaker Dun Laoghaire Community Training College

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Purpose Of The Position:

To provide general caretaking & maintenance duties in Dun Laoghaire Community Training Centre as required.

Hours Of Work:

19.5 hours per week on weekday afternoons.

Responsible To:

The Centre Manager on a day to day basis for all centre related activities & PICES Supervisor for all contractual / HR / training & development related issues.

Main Duties and Responsibilities:

The following is not an exhaustive list of the duties associated with the post but is intended for the guidance of the person assigned to the job.

- Open & close the premises for business Monday to Friday as required.

- Activate & deactivate the alarm system as appropriate.
- Secure the premises & adjoining portacabin classrooms at the end of each day.
- Ensure all electric & water utilities are switched or turned off.
- Open rooms to be used by the various groups & where necessary set up for use by the trainees & teachers.
- Clean & tidy classrooms daily. (At the end of each day or when they are not in use)
- Lock & secure each classroom when groups are finished.
- Ensure staff & trainee toilet areas are clean & stocked with sufficient toiletry supplies daily.
- Maintain & clean all areas of the CTC premises daily, including the back yard, garden areas & car park.
- Empty all bins in the yard area & course area daily.
- Clean the portacabins daily.
- Carry out basic maintenance repairs in the training centre as required.
- Ensure the oil tanks have sufficient oil.
- Manage the storage supplies area.
- Maintain a presence in the front office as required during regular afternoon classes & evening / night time classes from time to time.
- Carry out other various duties as requested by the Centre Manager.
- To attend PICES team training and meetings as required.

The person employed in this position will also be required to participate in training programmes as appropriate, to participate in staff meetings, to work as part of a team and to perform other relevant duties as appropriate.

Candidate Requirements:

- Previous caretaking / maintenance / DIY experience an advantage.
- Be able to work as part of a team and on own initiative.
- Have a friendly approachable manner appropriate for first point of contact with trainees / general public / staff.
- Good communication & interpersonal skills.
- Flexibility with regard to the work roster which will be fixed mainly but could vary from time to time.

For further information contact Tim Reidy, Community Employment Supervisor on 087 3689573 or by email at tim.reidy@sspship.ie

- **Sector:** administrative and support service activities