

FE 006/2026
INFORMATION GUIDE
CARETAKER (SPECIFIC PURPOSE) (FULL-TIME)
INITIAL LOCATION: FURTHER EDUCATION AND TRAINING CENTRES – NORTH WESTMEATH

Longford and Westmeath Education and Training Board is currently recruiting for a caretaker (full-time). Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

Core Skills

- Must be well motivated towards work
- Ability to communicate
- Flexible
- Co-operative attitude

Function of the Job

- The general cleanliness and tidiness of the work area allocated to him/her;
- The efficient and economical operation of the heating, lighting, water and sewage systems;
- Maintenance, upgrade, repair and replacement works;
- Ensure security of working area by exits/entrances at appropriate times and assisting generally in the efficient operation of Centre;
- The health and safety of learners, staff and the public attending centres;
- Operation of associated IT systems (such as emails, stock control, ordering, electronic locking systems) as required in the role;
- Preparation and delivery of materials for centre courses.

Duties / Responsibilities

This list is an indication of the duties that could be attached to the role of Caretaker and is not an exhaustive list.

- The duties listed hereunder to be performed by the Caretaker under the direction of the Centre Co-ordinators/allocated officer.
- To open/close centres each day and night on start/termination of each centre's activities. Ensure that all buildings are safely secured for the night and that all doors, windows are closed and controls on central heating system, radiators, storage heaters are set to come into timely operation in the morning if required.
- To be responsible for the daily cleaning, hovering and polishing of the centres (including use of industrial type machinery) and also the cleaning of all exterior windows.
- To ensure that the toilets are kept clean and tidy and in a hygienic condition and are supplied with all necessary toilet requisites at all times.
- To keep in safe custody, the keys of all rooms and buildings on the Campus and to ensure as far as possible, that no unauthorised person has any access to any part of the buildings or grounds at any time. The caretaker is the holder for the keys of the entrance doors to the Centres, and main gates and no other arrangement may be entered into except on the instruction of the Centre Heads.

- To act as a key holder and be available for security alarm calls outside of working hours.
- To ensure that lawns and gardens are mowed, strimmed, weeded and the campus grounds are swept, free of litter, and are always neat and presentable.
- To ensure each day that all fuses, light bulbs, lighting and heat controls are in order and to replace fuses and bulbs as necessary.
- To be responsible for and to take care of the Campus buildings and contents and to prevent as far as possible, any damage to the structure, furniture, fittings or equipment on the part of learners or others.
- To accept responsibility for all supplies being delivered to the centres.
- To be responsible for the arrangement of rooms for classes and meetings.
- To be responsible for the transporting of furniture and equipment both within buildings and between centres.
- To be responsible throughout the year for general maintenance of buildings, for example, paintwork, fitting window panes, tightening up screws in doors, locks, window furniture, etc. To ensure that the gutters of the buildings are kept clear.
- To be responsible for all waste management including recycling.
- The health and safety of all users of FET centres.
- Checking life-saving equipment
- To be aware of the LWETB safety policy and procedures, and be watchful at all times that it is fully implemented.
- To operate and use all required IT systems.
- To undertake all training as required for the role.
- To perform such other duties as may be required of them and generally, to carry out such instructions as may from time to time be given by the Board or by the Chief Executive/Director of Further Education and Training/Adult Education Officer or by the Centre Co-ordinators or other responsible officer acting on their behalf.
- To be available for duties for events related to FET Centre's which happen outside of regular working hours.
- Any other duties which may be specified from time to time.

Terms and Conditions

Initial Service: Further Education and Training - Mullingar, Co. Westmeath

The successful candidate will be initially assigned in the above location; however, they will be required to work between a number of centres and will be provided with a schedule of locations and an associated allocation of hours which will be subject to the requirements within each centre and is subject to change. LWETB reserves the right to assign you to any other location as the service demands require an as new FET Centres/facilities are developed in other locations.

Salary: Starting salary scale €36,519

Rate of remuneration may be adjusted from time to time in line with Government Policy.

For persons entering a recruitment grade for the first-time starting pay will be at the minimum of the scale above. This is not negotiable. Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Youth from time to time.

Hours per week: 39. Daily work patterns such as split shifts may vary according to service needs.

Entry requirements and eligibility

- have the requisite knowledge and skills to carry out the role;
- be capable and competent of fulfilling the role to a high standard;
- Must have at least one years' relevant experience. Previous work experience in caretaking, carpentry, stores or maintenance of buildings and / or grounds is desirable.
- As there will be travel between FET Centres candidates must be able to meet the travel requirements of the role.

Annual Leave

LWETB's Annual Leave Year runs from January to December. The annual leave allowance for this position is 22 days per annum and public holidays will be allowed together with such short periods of closure as are permitted for Christmas and Easter. Please note your annual leave entitlement will be pro-rata, based on your contract duration and start date. This allowance is subject to the usual conditions regarding the granting of annual leave. Leave will be granted, subject to Line Management approval, which must be sought in advance

Citizenship Requirement

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

Health & Character

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Shortlisting

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview

Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard. There may be a two stage interview process.

Application and selection process

Please read carefully:

- Completed application forms should be submitted through www.etbvacancies.ie on or before **13:00 hours on Friday 30th January 2026**.
- Provisional date for interviews is week commencing 9th February 2026.

- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.
- The application form, when completed, should be returned online at www.etbvacancies.ie . Please note by submitting online an automatic message will be issued to your etbvacancies account to confirm receipt of your application form. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email recruitment@lwetb.ie **prior to the closing date.**
- Candidates should read this guide carefully.
- Your application will be assessed on the information you submit.
- Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- Shortlisting may apply.
- Canvassing by or on behalf of the applicant will disqualify.
- Late applications will not be accepted.
- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email.
- LWETB may contact the named referees and / or employers for a reference should you be called to interview without further consent by the candidate.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the
 - Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
 - Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
 - Longford and Westmeath ETB is an equal opportunities employer.

Ms. Siobhán Lynch, Chief Executive Longford and Westmeath ETB

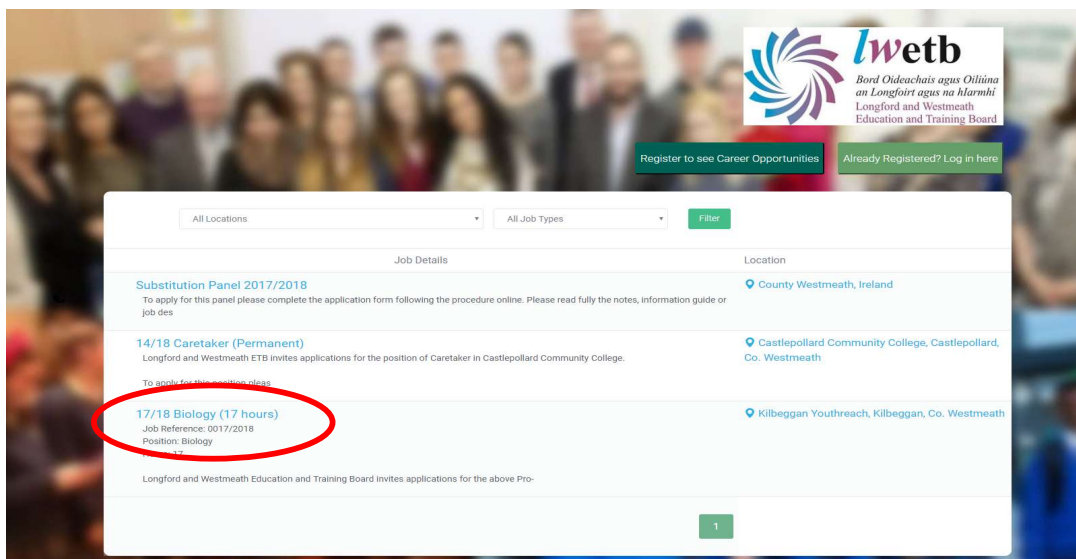


lwetb

*Bord Oideachais agus Oiliúna
an Longfoirt agus na hIarmhí*
Longford and Westmeath
Education and Training Board

etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with www.etbvacancies.ie before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

Job Summary

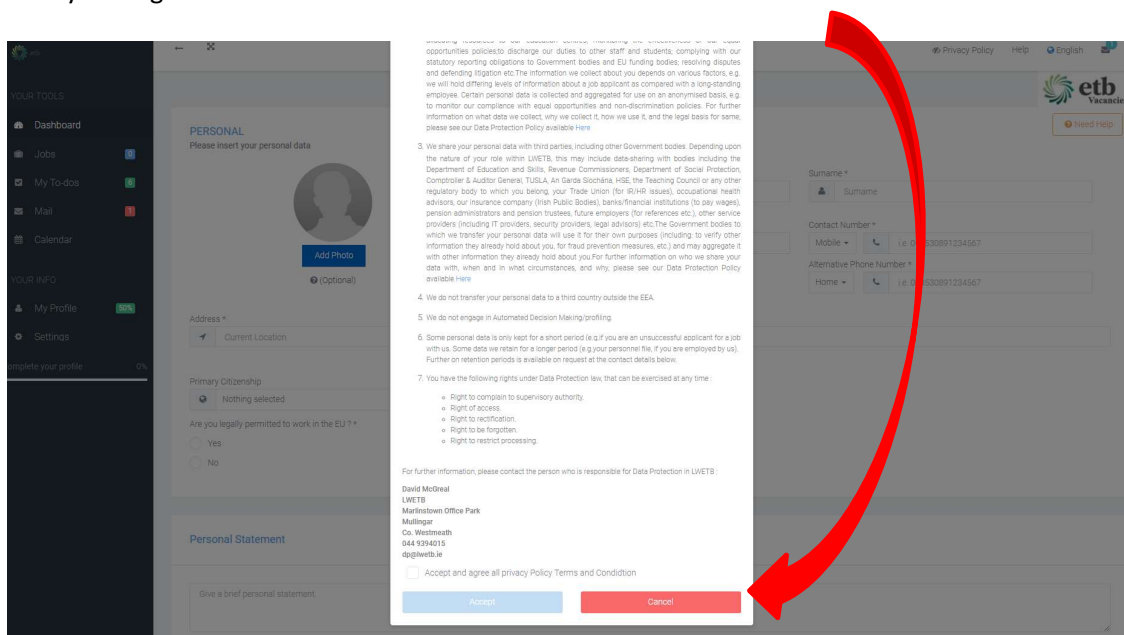
 **Already a member of our Talent Pool?**
 Login here to Apply

[Forgot password?](#)

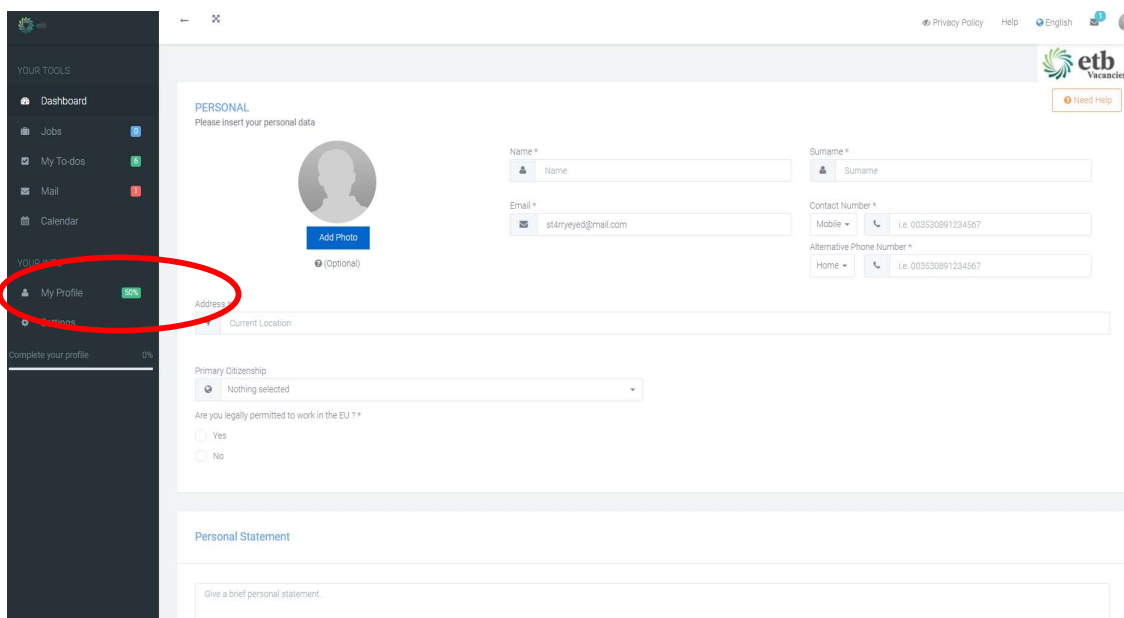
 **Join our Talent Pool + submit your application**

I agree to the [Terms of use](#)

When successfully logged in, a Privacy Notice will appear, and once read you must click 'Agree' to proceed with your registration or 'Cancel' to leave the site:



On clicking 'Agree' you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.** Profile completion can be monitored at the bottom of your dashboard:



Some points to note:

- It is advisable to use Google Chrome when using www.etbvacancies.ie
- In the case of answering the competency questions we recommend that you create your answers in a Word document or equivalent first and then transfer your answers to www.etbvacancies.ie. This will allow you to amend as appropriate and avoid losing information during the application process.
- The system times out after 2 hours. It is recommended that you save your information regularly in the event of any unforeseen issues.
- Please ensure that all fields are complete, with the required information, before submitting. It is the responsibility of the candidate to ensure that their application is complete. Incomplete applications cannot be considered.
- Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email recruitment@lwetb.ie.
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.

Tips for completing the form accurately:

Teaching experience/Employment record:

Please ensure that you give all your employment details from the start of your career to date (most recent first). If you have taken any Career Breaks etc., please give details in the any other information section near the end of the application process.

Education:

Please give as much details as possible in this section starting with your most recent qualification first. In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

Other Accredited/Non-accredited Third Level Professional Development Skills Training or Courses

Attended:

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

Courses and other training:

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

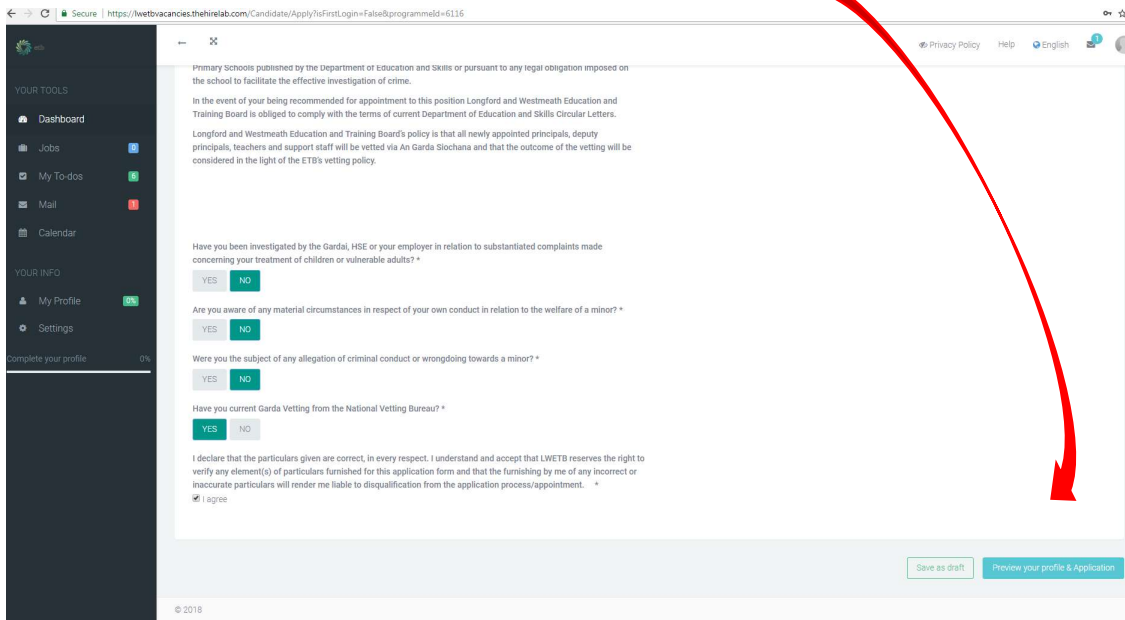
Personal Declaration:

If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389.

Once all fields are complete you can click on 'Save as Draft' to return to your profile at a later time and make changes or you can 'Preview your profile and Application'



Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Longford and Westmeath Education and Training Board is obliged to comply with the terms of current Department of Education and Skills Circular Letters.

Longford and Westmeath Education and Training Board's policy is that all newly appointed principals, deputy principals, teachers and support staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the ETB's vetting policy.

Have you been investigated by the Gardaí, HSE or your employer in relation to substantiated complaints made concerning your treatment of children or vulnerable adults? *

YES NO

Are you aware of any material circumstances in respect of your own conduct in relation to the welfare of a minor? *

YES NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor? *

YES NO

Have you current Garda Vetting from the National Vetting Bureau? *

YES NO

I declare that the particulars given are correct, in every respect. I understand and accept that LWETB reserves the right to verify any element(s) of particulars furnished for this application form and that the furnishing by me of any incorrect or inaccurate particulars will render me liable to disqualification from the application process/appointment. *

I agree

[Save as draft](#) [Preview your profile & Application](#)

When you click on 'Preview your profile and Application' you will be brought to a screen where you can review all information before submission. When you are happy to proceed you can click on the 'Submit' button at the top of the page. By clicking this button, you are submitting your profile and application to the specific position.

When applying for future vacancies:

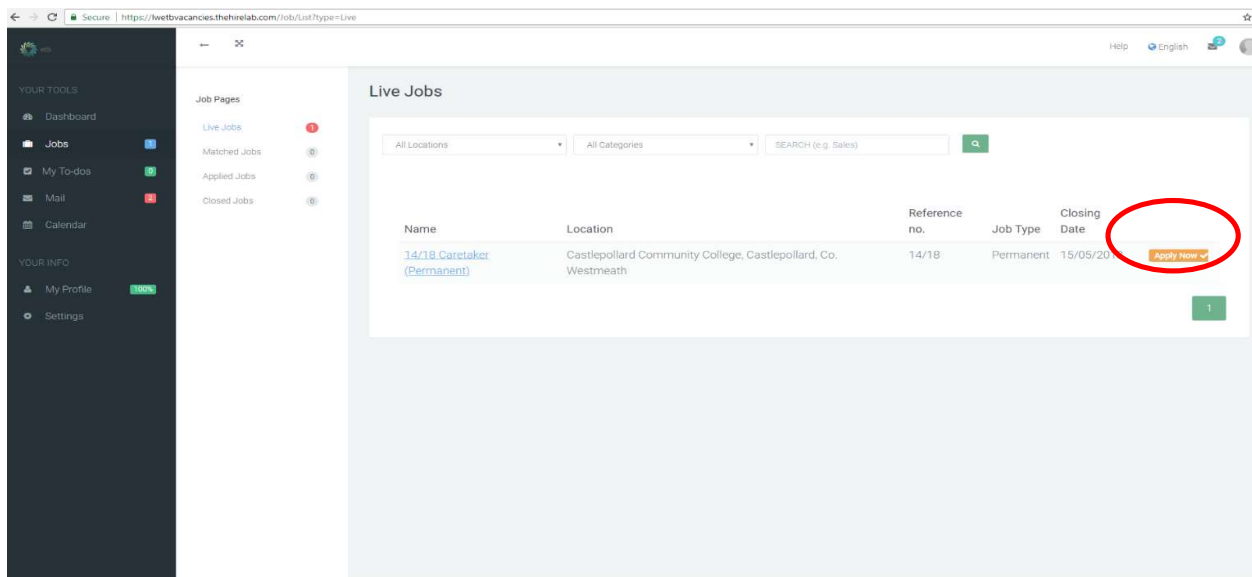
If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.



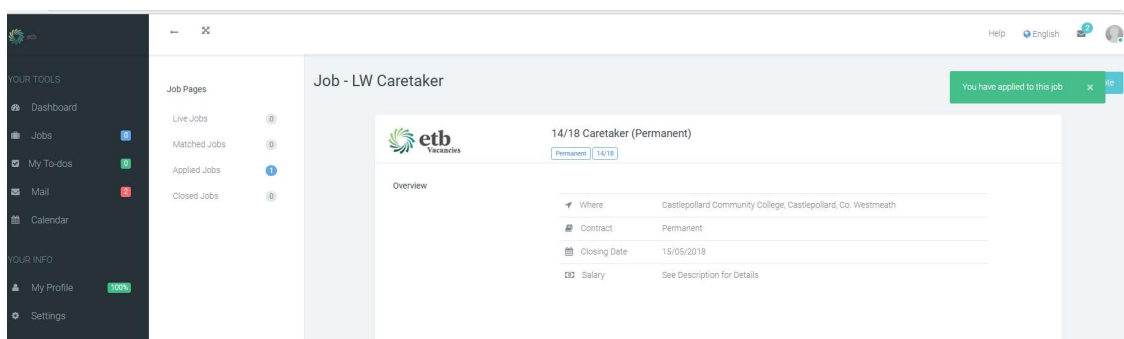
Live Jobs [View All](#)

- 25/19 Special Needs Assistant (2 posts)** (closing 24/06/2019 - 11 Day(s))
 Company: Longford Westmeath Hiring Organisation In [Ardscoil Padraig, Churchquarter, Granard, County Longford, Ireland](#)
- 26/19 Special Needs Assistant (1 post)** (closing 24/06/2019 - 11 Day(s))
 Company: Longford Westmeath Hiring Organisation In [Castlepollard Community College, Castlepollard, County Westmeath, Ireland](#)
- 27/19 Special Needs Assistant (2.5 posts)** (closing 24/06/2019 - 11 Day(s))
 Company: Longford Westmeath Hiring Organisation In [Columba College, Killucan, County Westmeath, Ireland](#)
- 28/19 Special Needs Assistant (1 post)** (closing 24/06/2019 - 11 Day(s))
 Company: Longford Westmeath Hiring Organisation In [Mullingar Community College, Millmount Road, Mullingar, County Westmeath, Ireland](#)
- 29/19 Special Needs Assistant (3 posts)** (closing 24/06/2019 - 11 Day(s))
 Company: Longford Westmeath Hiring Organisation In [Templemichael College, Templemichael Glebe, Longford, Ireland](#)

If you wish to apply for a job in the live jobs box, click on the 'Apply now' button on the right hand side



You should then see a small message appear on the top right hand corner indicating that you have applied



Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on www.ebvacancies.ie as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal.

You also have the option to download your profile as a pdf, which enables you to read over the information you provided and change it if necessary. Please follow the steps below:

- Upon logging in you will see a black sidebar on the left hand side of your page titled "Your Tools"
- Click on "Jobs" and then into applied jobs which will be displayed in a white sidebar titled "Jobs Pages"
- Under the applied jobs you will see a yellow "download profile button" which will allow you to review your application.

If you have any queries regarding the application process you can contact recruitment@lwetb.ie