

Coláiste Phádraig
Droim Conrach
Baile Átha Cliath 9

(Coláiste de chuid Ollscoil
Chathair Bhaile Átha Cliath)



St Patrick's College
Drumcondra
Dublin 9

(A College of Dublin City
University)

General Operative Three-Year Fixed Term Contract

Applications are invited for the post of General Operative, St. Patricks College, Drumcondra. This post is tenable with immediate effect and for three years duration.

The Position:

Applicants for the post should have a satisfactory level of education, at least five years relevant experience and have a full clean driving licence. The position requires a flexible approach as the duties of this post may change in line with the needs of an expanding environment. Basic computer skills are required and knowledge of the BMS package would be an advantage. The post holder will report to the Buildings Maintenance Manager.

Principal Duties & Responsibilities of the post

- 1 General cleaning and keeping tidy the College campus including sweeping, window cleaning etc.
- 2 Collection of litter when appropriate e.g. collection of litter bags from Residences etc.
- 3 Liaising with Dublin City Council in relation to collection of skips etc
- 4 General Landscape Maintenance
- 5 Assisting the maintenance staff as required by the Buildings Maintenance Manager
- 6 Keeping internal areas clean and tidy e.g. the Quad and Conservatory etc.
- 7 Recycling of cardboard etc.
- 8 Driving the College van when required
- 9 Co-Operation with the Porter Team

Qualifications & Experience

The post holder must have:

- 1 Full clean driving licence
- 2 Five years relevant experience
- 3 Ability to work well with a variety of people
- 4 Flexible attitude

The College

St Patrick's College is one of the major Colleges of Education in Ireland. It was established in 1875 as a Catholic College of Education. The College offers a range of Education and Humanities programmes including B.Ed., B.A., Graduate Diplomas, Masters, PhD and a Doctorate in Education in addition to a number of in-service and Special Education courses. Staff are organised into two faculties – Education and Humanities.

Since 1993, the College has been a College of Dublin City University and all courses are accredited by the University. The number of Staff and Students has increased substantially in recent years. There are currently in excess of 2,500 students. In addition to the main buildings, the campus also houses student residences, the Educational Research Centre, the Drumcondra Education Centre, the Centre for Early Childhood Development and Education, the Educational Disadvantage Centre and a crèche. A major new building programme, which will substantially enhance teaching and other facilities in the college, is expected to commence shortly.

The Department

The Buildings Maintenance Team consists of Three Staff Members. Reporting to the Buildings Maintenance Manager, the Team is responsible for the general overall maintenance of the College Campus.

Salary Scale: The successful applicant will be placed on the General Operative Scale at a point in line with current Government Pay Policy

Closing date for receipt of completed application forms:

12 noon, Monday 12th December 2011

Human Resources Department
St. Patricks College
Drumcondra
Dublin 9

It is anticipated that interviews will be held for the post on week commencing 19th December 2011