



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AGUS CHILL MHANTÁIN**  
**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

**DUTIES AND PARTICULARS OF THE POST OF PART TIME CLEANER** List of cleaning duties

**The Principal acting on behalf of Kildare and Wicklow ETB will decide the duties that are to be performed.**

**List of duties** (this list is indicative but not exhaustive)

- a) The Principal will require that the school be cleaned internally to a standard suitable for occupation (teachers/staff/students).
- b) sweeping, hoovering and dusting on a daily basis
- c) washing and cleaning of glass, furniture and floors when required under the direction of the Principal/Deputy Principal/Caretaker/Supervisor.
- d) All toilets to be cleaned, washed and disinfected several times daily basis
- e) Cleaning staff are also required to report any health hazard or damage to school property or equipment in need of repair to the caretaker.
- f) Cleaning staff are required to ensure that windows and classroom doors are locked following the cleaning of each classroom and external doors are locked when required.
- g) To perform such other duties as may be required and generally carry out such instructions as may, from time to time, be given by the Principal, Kildare and Wicklow ETB or other responsible officer.
- h) To assist in general maintenance of the school, its grounds and facilities as instructed by the Principal. To assist in the general upkeep of the school grounds.
- i) To attend and provide support for special school functions as may arise from time to time outside normal hours. A cleaning schedule may be operated from time to time as required.

**General Terms and Conditions of Employment:**

**Hours of work:** 15.6 hours per week delivered in a flexible manner. The part-time cleaner will work 15.6hpw hours per week cleaning Monday, Tuesday, Thursday, Friday

**Annual Leave:** \*To be confirmed by Leave Management on appointment\*

**Superannuation – pension deductions**

The Cleaner will be a member of the Single Public Service Pension Scheme.

Contributions are deductible at 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

**Garda Vetting:** Employment is subject to the Garda Vetting Procedure and compliance with all appropriate Child Protection and Department of Education guidelines will be required.

**Probationary Period:** A probationary period of 12 months applies

**Application process:** Apply online via KWETB website – vacancies page or etbvacancies.ie

<https://kildarewicklow.etb.ie/recruitment/current-vacancies/>

Closing date: **12 noon on Friday 6<sup>th</sup> September 2024**

Late applications will not be accepted. Shortlisting may apply.

*KWETB is an equal opportunities employer.*

*Recruitment to posts within KWETB is on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.*