

Job Description and Person Specification

Cleaner

Title of Post:	Cleaner
Nature of Position:	Employment with Kilkenny and Carlow Education and Training Board
Hours of Work:	The successful candidate will be required to work flexibly as needs arise
Remuneration:	The rate of pay is currently hourly rate €15.31 plus €1.33 holiday pay (8%) paid 3 times per annum on hours worked. and is subject to the conditions set out by the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS)
Reporting to:	Adult Literacy Organiser (ALO) or designated personnel
Other Conditions:	Offers of employment are subject to garda vetting, reference checks and pre-employment health assessment.

Duties and Responsibilities:

The duties of a Cleaner are listed below:

Daily

1. Cleaning duties of canteen/kitchen
2. Daily sweeping /vacuuming of surfaces as necessary
3. Removal of paper from desk areas
4. The separation and disposal of waste
5. Wiping down of working surfaces with appropriate products as necessary
6. Disinfecting of toilet areas
7. Making sure electrical appliances are switched as appropriate.
8. Reporting of any damage or hazards
9. Securing the school doors , windows and gates and setting the alarm on a daily basis
10. General cleaning duties of the school

Weekly

1. Wiping down of window surfaces

2. Thorough disinfecting and cleaning of toilet areas, toilet bowls and floor of toilet areas
3. Clean and disinfect working surfaces in school staff room
4. Cleaning floor and carpet stains as encountered – steam clean where necessary
5. Emptying the waste and recycling bins in the staff room
6. Inspect all areas to identify problems needing attention
7. Clean and clear staff room fridge every Friday evening
8. Wash and disinfect bins when necessary
9. Assist with all projects of a maintenance / repair nature – internally and externally
10. Responsibility for the storage and care of equipment and tools necessary for this position
11. Support the schools Green Policy of Recycling and Waste Disposal
12. Preparation of Examination Centres as necessary
13. Store cleaning chemicals and products as necessary and inform designated personnel when cleaning supplies are running low
14. Ensure that all classroom floors are stripped, washed and re polished during holiday periods

Any other duties as assigned from time to time by the Adult Literacy Organiser or designated personnel.

Person Specification

- Proven experience/ability to undertake cleaning duties
- Punctual, reliable and trustworthy
- Ability to work effectively and supportively as a member of the school team
- Good interpersonal and communication skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Good organisational and time management skills
- Flexible with the ability to deal with unexpected events and changing work activities
- Willingness to work flexibly and outside normal hours as required
- Willingness to undertake further training and development as required

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete 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, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations

with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A person holding the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is appointed to the position with Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.kcetb.ie.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

Privacy Notice

By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
 - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills on the application form in a clear and concise manner.
 - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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