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**JOB DESCRIPTION**

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| **Job Title:** | Cleaner/Caretaker |
| **Reporting To:** | Head of College or nominee |

**The Job**

This position is for a Cleaner/Caretaker reporting to the Head of College or designated supervisor. The successful candidate will be required to be flexible and undertake such work as may be assigned from time to time.

**Duties**

The Head of College or nominee acting on behalf of WWETB will decide the duties that are to be performed. Duties include, but are not limited to:

* Internal cleaning in a school/centre/office internally to a standard suitable for occupation (staff/students).
* Sweeping, hoovering and dusting
* Washing and cleaning of glass, furniture and floors when required
* Cleaning of wash basins and sinks
* Wash and dry up of dishes in the kitchen area
* All toilets to be cleaned, washed and disinfected as required.
* Emptying of bins
* Following the School Safety Statement
* Performing other duties as may be required and generally carry out such instructions as may, from time to time, be given by the Principal/Supervisor or other responsible officer.

A cleaning schedule may be operated from time to time as needed.

**Requirements**

* Be capable and competent of fulfilling the role to a high standard (**Essential**)
* Have experience working in a similar post (**Desirable**)

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time for Cleaner positions. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy.

**Application Form**

Applications must be made on the official Cleaner Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

WWETB 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.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB.