

## JOB DESCRIPTION

### PART-TIME CLEANER

<b>TITLE OF POST</b>	<b>PART-TIME CLEANER FOR 11 HOURS PER WEEK, TERM TIME ONLY.</b>
<b>LOCATION</b>	<b>MONAGHAN COMMUNITY SPECIAL SCHOOL, CASTLEBLAYNEY, CO. MONAGHAN.</b>
<b>REPORTING TO</b>	<b>PRINCIPAL, DEPUTY PRINCIPAL, CHIEF EXECUTIVE AND ANY OTHER DESIGNATED OFFICER</b>
<b>PRINCIPLE ROLE AND RESPONSIBILITIES INCLUDE,</b>	
<ul style="list-style-type: none"> <li>• To ensure that the school is kept clean and maintained to a high standard of hygiene throughout. The duties of a cleaner may vary from time to time, depending on the requirements of the school.</li> <li>• Sweeping, wet mopping and floor polishing in designated areas where necessary.</li> <li>• Operate vacuum cleaners to clean floors and designated work areas.</li> <li>• Operate cleaning and polishing equipment to clean and polish floors in designated areas.</li> <li>• Clean, dust and polish furniture.</li> <li>• Cleaning glass surfaces, windows and walls.</li> <li>• Clean staff kitchen areas and ensure a high standard of hygiene is maintained.</li> <li>• Daily emptying of bins in all areas and removal of litter where necessary.</li> <li>• General tidying up, dusting and cleaning internal doors, shelves, desks, chairs, skirting boards, window boards, glass etc. It may also be necessary to move furniture from time to time for this purpose, <b>with the assistance of another staff member(s), in some cases.</b></li> <li>• Cleaning toilets, urinals, wash hand basins, wall tiles and use of cleaning products connected with these tasks.</li> <li>• Replenishing towels, soap, toilet rolls as and when required.</li> <li>• Inspect toilet areas on a regular basis and ensure a high standard of hygiene is maintained.</li> <li>• Ensuring all Safety &amp; Health regulations including Government Covid guidelines, are adhered to.</li> <li>• Immediately notifying the Principal / Deputy Principal / Caretaker of any deficiencies / repair requirements</li> <li>• Ensuring all public spaces are neat and tidy.</li> <li>• Working as part of the school team, towards the betterment of the school campus.</li> <li>• Any other related duties and responsibilities as may be assigned from time to time by the Principal / Deputy Principal.</li> </ul> <p><i><b>This job description is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time.</b></i></p>	
Completed Application Forms should be uploaded to the website <a href="https://careers.cmetb.ie/">https://careers.cmetb.ie/</a> before the closing date, 30 July 2025. Late applications and CVs are not accepted, no exceptions.	
<b>TENURE</b>	<b>FIXED-TERM, PART-TIME, TERM TIME ONLY CONTRACT</b>
<b>WORKING HOURS PER WEEK</b>	<b>PART-TIME - 11 HOURS PER WEEK, TERM TIME ONLY</b>

#### **SHORTLISTING:**

Shortlisting will take place on the basis of the information provided in the application form. It is therefore in the applicant's own interest, to provide a detailed and accurate account of all qualifications / experience to date, in their application form.

**THE SELECTION PROCESS MAY INCLUDE:**

- Shortlisting of candidates on the basis of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

**THE SELECTION PROCESS WILL INCLUDE:**

- A competitive interview
- Reference checking
- Completion of a satisfactory pre-employment medical assessment

**Cavan and Monaghan Education and Training Board is an equal opportunities employer.**

**References may be checked prior to interview.**