



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

**DUTIES AND PARTICULARS OF THE POST OF FIXED TERM PART TIME CLEANER –
GREYSTONES COMMUNITY NATIONAL SCHOOL – KWNT9725/OCT25**

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.

Annual Leave: Holidays must be taken at times to coincide with school holidays and by prior agreement with management. 22 days (pro-rata) days per annum plus public holidays and Good Friday (Annual Leave period runs from January to December).

Remuneration: New entrant rate, salary increase **01/08/2025 Circular 0052/2025**

Salary On Recruitment Annual Salary €16,1983.44 (46 weeks per year approx.) salary for 20hrs worked per week €350.93

After 6 months Annual Salary €16,535.30 (46 weeks per year approx.) salary for 20hrs worked per week €358.23

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.

Dr Deirdre Keyes – Chief Executive

**Kildare and Wicklow Education and Training Board, Head Office, Chestnut House, Naas, Co.
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