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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Cleaner
Lecarrow Community National School
Job Specification
GR26 – 0513

JOB TITLE: Cleaner

REPORTING TO: Principal/Deputy Principal

LOCATION: Lecarrow Community National School, Lecarrow Co. Roscommon

CONTRACT TYPE: Fixed Term, Part Time

HOURS: 6 hours per week

REMUNERATION:

- Cleaner Hourly Rate: €17.79 as per Circular Letter 0007/2026

Duties & Responsibilities

CLEANER DUTIES – INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

JOB DESCRIPTION:

DAILY

- Daily sweeping/vacuuming/cleaning of surfaces and floors in classrooms, corridors, offices as necessary
- Daily cleaning, wiping and sweeping in kitchenette and staff room after break and lunch
- Mopping and making safe any water or spills on floors
- Cleaning and maintenance of reception area
- Removal of paper from desk areas and the separation and disposal of waste
- Cleaning and disinfecting toilet areas
- Reporting any damage or hazards
- Responsibility for the safe storage of all keys, fobs, hazardous materials, cleaning equipment and tools
- Securing the school doors and windows on a daily basis
- Cleaning of interactive whiteboards in classrooms
- Mopping floors in classrooms, hallway, bathrooms etc as needed



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- **WEEKLY**

- Wiping down, dusting all window surfaces and removal of graffiti where necessary
- Thorough disinfecting and cleaning of toilet areas, urinals, toilet bowls and floors of toilet areas
- Cleaning offices including surfaces and floors
- Emptying the waste and recycling bins throughout the school
- Refuse bins to be left out for removal from premises
- Inspect all areas to identify problems needing attention

MONTHLY

- Carry out a review of all areas for cleaning and upkeep to identify and plan cleaning on a scheduled basis

GENERAL

- Responsibility for maintaining floor areas and surfaces to the highest standards of cleanliness and hygienic condition
- to support the schools Green Policy of Recycling and Waste Disposal
- Preparation of school premises for special occasions
- Ensure that the school is cleaned during holiday periods
- Flexibility with regard to rotating duties with colleagues
- Working as part of a team.

This above list of duties is not exhaustive.

Any other duties as assigned from time to time by the Principal, Deputy Principal/designated teacher/ manager.

Essential Requirements:

The successful candidate must:

- Have a welcoming disposition along with a high level of professionalism, discretion, organisation and diligence as well as an ability to use their own initiative when needed and a fine attention to detail
- Have a good understanding of the importance of confidentiality and compliance with school Child Safeguarding Policy.



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Terms & Conditions of Appointment

- Any offer will be subject to the receipt of two satisfactory references
- Garda Vetting Clearance
- Occupational Health Clearance
- The appointment will have a probationary period, details of which will be stipulated in the contract.

Health

- A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at GRETB's expense, a medical examination by a qualified practitioner nominated by GRETB.

Character

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned.

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed, and

Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

How to Apply:

Please submit your application via Hirelabs only to be received no later than 12noon Friday 12th June 2026. Late applications will not be accepted.



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Important:

Shortlisting of applicants may apply. Late applications will not be considered.

Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer. Recruitment to posts within GRETb is on the basis of merit as assessed at interview and supported by references and other HR clearances.