

**Cleaning Post**

Applications are invited for the following Permanent Cleaning post which may arise:

**Initial assignment to Coláiste na Ríochta & Kerry College, Listowel Campus**

**23 hours per week from mid-August to mid-June.**

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require.

**Essential Requirements:**

* Proven experience of undertaking cleaning duties
* Experience of using buffing and vacuuming equipment
* Working knowledge and familiarity with commercial cleaning techniques
* Good organisational and time management skills
* Flexible with the ability to deal with unexpected events and changing work activities
* Willingness to work outside normal hours as required
* Experience and understanding of Health and Safety

**Desirable Requirements:**

* Ability to work effectively and supportively as a member of the school/college team
* Good interpersonal and communication skills
* Ability to act on own initiative
* Punctual, reliable and trustworthy

Please see Job Description and Person Specification available on [www.kerryetb.ie](http://www.kerryetb.ie) or from The Human Resources Department, Kerry Education and Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

Please complete application form which can be downloaded from Kerry ETB website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) and return by email only to [*jobs@kerryetb.ie*](mailto:jobs@kerryetb.ie). No CVs only official application form will be accepted.

Applications by **email only** must be received not later than 12 noon Monday 13th July 2020.

Colm Mc Evoy

Chief Executive Officer

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomhfhreagras i nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

**Kerry Education & Training Board is an equal opportunities employer.**

**“Creating a Learning Society in Kerry”**